

# GEORGIA STATE UNIVERSITY STUDENT ASSISTANT APPLICATION

|                 |             |             |                 |   |   |
|-----------------|-------------|-------------|-----------------|---|---|
| Full Name: Last | First       | Other       | Social Security | Are you a U.S. citizen?<br>No<br>Yes    | Job You Are Applying For:                     |
| Current Address | City        | State       | Zip Code        | 1st day available for work<br>No<br>Yes | Previously employed by GA State?<br>No<br>Yes |
| Home Phone      | Other Phone | Web Address |                 | Email Address                           |   |

## EMERGENCY INFORMATION

|                              |              |
|------------------------------|--------------|
| In Case Of Emergency, Notify | Relationship |
|                              | Telephone    |
|                              |              |
|                              |              |

## EMPLOYER INFORMATION

|  |            |                     |       |         |
|--|------------|---------------------|-------|---------|
| Present / Previous Employer's Name & Address |            | Supervisor's Name   | Title | Phone # |
| Job Title                                    | Salary     | Description Of Duty |       |         |
| Date Began                                   | Date Ended | Reason For Leaving  |       |         |

|                                    |            |                     |       |         |
|------------------------------------|------------|---------------------|-------|---------|
| Previous Employer's Name & Address |            | Supervisor's Name   | Title | Phone # |
| Job Title                          | Salary     | Description Of Duty |       |         |
| Date Began                         | Date Ended | Reason For Leaving  |       |         |

|                                    |            |                     |       |         |
|------------------------------------|------------|---------------------|-------|---------|
| Previous Employer's Name & Address |            | Supervisor's Name   | Title | Phone # |
| Job Title                          | Salary     | Description Of Duty |       |         |
| Date Began                         | Date Ended | Reason For Leaving  |       |         |

## EDUCATION

| Education       | Name Of Institution | Major Area Of Study | Dates | Completed |
|-----------------|---------------------|---------------------|-------|-----------|
| High School     |                     |                     |       | Yes No    |
| College         |                     |                     |       | Yes No    |
| Graduate School |                     |                     |       | Yes No    |
| Other School    |                     |                     |       | Yes No    |

## TECHNICAL KNOWLEDGE SURVEY

Knowledge Level Key: 1=No Experience, 2=Novice User, 3=Average Experience, 4=Above Average, 5=Expert User

| Software & Systems | Level Of Knowledge |   |   |   |   | Professional Training |    |
|--------------------|--------------------|---|---|---|---|-----------------------|----|
|                    | 1                  | 2 | 3 | 4 | 5 | Yes                   | No |
| Word               | 1                  | 2 | 3 | 4 | 5 | Yes                   | No |
| Powerpoint         | 1                  | 2 | 3 | 4 | 5 | Yes                   | No |
| Excel              | 1                  | 2 | 3 | 4 | 5 | Yes                   | No |
| Access             | 1                  | 2 | 3 | 4 | 5 | Yes                   | No |
| Photoshop          | 1                  | 2 | 3 | 4 | 5 | Yes                   | No |
| Java               | 1                  | 2 | 3 | 4 | 5 | Yes                   | No |
| Rational Rose      | 1                  | 2 | 3 | 4 | 5 | Yes                   | No |
| Visual Basic       | 1                  | 2 | 3 | 4 | 5 | Yes                   | No |
| C++                | 1                  | 2 | 3 | 4 | 5 | Yes                   | No |
| DOS                | 1                  | 2 | 3 | 4 | 5 | Yes                   | No |
| Windows 2000       | 1                  | 2 | 3 | 4 | 5 | Yes                   | No |
| Windows XP         | 1                  | 2 | 3 | 4 | 5 | Yes                   | No |
| Unix               | 1                  | 2 | 3 | 4 | 5 | Yes                   | No |
| Mac OS             | 1                  | 2 | 3 | 4 | 5 | Yes                   | No |

Please List Any Additional Software Packages / Operating Systems You Are Familiar With That Are Not Listed Above

| Package / System Name | Level Of Knowledge |   |   |   |   | Professional Training |    |
|-----------------------|--------------------|---|---|---|---|-----------------------|----|
|                       | 1                  | 2 | 3 | 4 | 5 | Yes                   | No |
|                       | 1                  | 2 | 3 | 4 | 5 | Yes                   | No |
|                       | 1                  | 2 | 3 | 4 | 5 | Yes                   | No |
|                       | 1                  | 2 | 3 | 4 | 5 | Yes                   | No |

Describe Any Computer Hardware Knowledge

Have you ever been convicted of a crime? (Excluding minor traffic accidents)

No Yes If Yes, please explain:

How did you hear about the job?

In making this application for employment, I understand that an investigative report may be made whereby information is obtained through personal interviews with third parties. This inquiry would include information as to my character, general reputation, and personal characteristics. I have a right to make a written request within a reasonable period of time for complete and accurate disclosure concerning the nature and scope of investigation. I further understand that as a condition of employment, I will be required to file a **state questionnaire and state loyalty oath**, and participate and make contributions to the teachers retirement system, if eligible.

**Temporary Employees:**

**Temporary employees can be terminated at any time with or without cause at the discretion of the supervisor or department head without employee recourse.** All temporary employment is stipulated to be subject to re-evaluation without prior notice to include possible change of location and function. Temporary employees are paid for hours worked and are not eligible for benefits given to regular employees. Student assistant employment is considered temporary employment.

An application or employee may be terminated or disqualified for employment for any of the following reasons:

1. Any false statements of material fact on the application
2. Conviction of a crime involving moral turpitude unless pardoned
3. Addition to the use of alcohol or prohibited drugs that interferes with job performance
4. Membership within the last ten years in an organization advocating the violent overthrow of the government of the United States

For additional information on UETS employment policies and procedures, refer to the UETS Student Assistant Handbook at: <http://www.gsu.edu/%7Ewwwets/about/student/handbook.html>

**I have read and understand the provisions listed above and certify that all information given is correct.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please include on the back side your days and hours of availability. You may attach a class schedule. Clearly indicate days/times available/unavailable.

Georgia State University, a unit of the University System of Georgia, is an equal opportunity educational institution and is an equal opportunity/affirmative action employer.