

University Club of MSU  
 3435 Forest Road  
 P.O. Box 27157  
 Lansing, MI 48909-7157



## APPLICATION FOR EMPLOYMENT

Phone: 353-5111  
 Fax: 353-1991  
 www.universityclubofmsu.org

NAME		TODAY'S DATE		DATE YOU CAN START WORK		
CURRENT ADDRESS - STREET		CITY		STATE/ZIP		
CURRENT PHONE	TYPE OF EMPLOYMENT DESIRED <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SUMMER ONLY <input type="checkbox"/> YEAR ROUND	MARK ALL SHIFTS THAT YOU ARE AVAILABLE TO WORK				
OTHER PHONE		<input type="checkbox"/> DAYS		<input type="checkbox"/> EVENINGS		
		<input type="checkbox"/> AFTERNOONS		<input type="checkbox"/> HOLIDAYS		
		<input type="checkbox"/> WEEKENDS				
E-MAIL ADDRESS		HOW MANY HOURS PER WEEK DO YOU WANT TO WORK?		POSITION(S) APPLIED FOR		
ARE YOU 18 YEARS OF AGE OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF NO, PLEASE GIVE BIRTH DATE		If you are limited in the hours and days that you can work, list the times that you are <b>NOT AVAILABALE</b> to work below:		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
MAY YOU LAWFULLY BE EMPLOYED IN THE US? DOCUMENTED PROOF WILL BE REQUIRED UPON EMPLOYMENT. <input type="checkbox"/> YES <input type="checkbox"/> NO				It is our policy to promote equal employment opportunity to all qualified persons without regard to race, religion, color, national origin, age, sex, marital status, height, weight, arrest record, or handicap, with or without reasonable accommodation.		
HAVE YOU ANY FELONY OR MISDEMEANOR CONVICTIONS?*				IF YES, PLEASE STATE THE NATURE OF CONVICTION(S), WHEN AND WHERE*		
ARE THERE ANY FELONY CHARGES PENDING AGAINST YOU?*				IF YES, PLEASE EXPLAIN*		
<input type="checkbox"/> YES <input type="checkbox"/> NO						

\*You will not be denied employment solely because of a conviction record. Facts such as the recency of the conviction(s), rehabilitation, and work record will be considered in relationship to the job for which you have applied.

DO YOU NEED ANY ACCOMMODATIONS FOR THE JOB FOR WHICH YOU ARE APPLYING? IF YES, PLEASE EXPLAIN. <input type="checkbox"/> YES <input type="checkbox"/> NO	
HAVE YOU EVER BEEN EMPLOYED BY THE UNIVERSITY CLUB OF MSU? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, PLEASE GIVE PREVIOUS POSITION(S) AND DATES
HAVE YOU EVER APPLIED TO THE UNIVERSITY CLUB OF MSU? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, GIVE DATE(S)	DO YOU HAVE ANY RELATIVES PRESENTLY EMPLOYED BY THE UNIVERSITY CLUB? IF YES, PLEASE NAME. <input type="checkbox"/> YES <input type="checkbox"/> NO

EDUCATION	NAME & LOCATION OF SCHOOL	DID YOU GRADUATE?	DEGREE	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
COLLEGE				
OTHER (PLEASE SPECIFY)				

**EMPLOYMENT HISTORY**

NAME OF MOST RECENT EMPLOYER		TELEPHONE	
ADDRESS - STREET	CITY	STATE	ZIP
YOUR JOB TITLE	BRIEFLY DESCRIBE YOUR JOB		
LIST SKILLS ACQUIRED	IMMEDIATE SUPERVISOR'S NAME		
REASON FOR LEAVING	EMPLOYMENT DATES FROM TO	RATE OF PAY STARTING FINAL	
NAME OF PREVIOUS EMPLOYER		TELEPHONE	
ADDRESS - STREET	CITY	STATE	ZIP
YOUR JOB TITLE	BRIEFLY DESCRIBE YOUR JOB		
LIST SKILLS ACQUIRED	IMMEDIATE SUPERVISOR'S NAME		
REASON FOR LEAVING	EMPLOYMENT DATES FROM TO	RATE OF PAY STARTING FINAL	
NAME OF PREVIOUS EMPLOYER		TELEPHONE	
ADDRESS - STREET	CITY	STATE	ZIP
YOUR JOB TITLE	BRIEFLY DESCRIBE YOUR JOB		
LIST SKILLS ACQUIRED	IMMEDIATE SUPERVISOR'S NAME		
REASON FOR LEAVING	EMPLOYMENT DATES FROM TO	RATE OF PAY STARTING FINAL	

**REFERENCES LIST TWO PERSONS, OTHER THAN RELATIVES WHO CAN EVALUATE YOUR CAPABILITIES**

NAME	HOW KNOWN	YEARS KNOWN	PHONE

**Read carefully before signing.**

"I certify that the information supplied by me in this application is true and complete to the best of my knowledge and authorize investigation of all statements contained herein, and the release of any and all relevant and lawful information that others may have pertinent to any position for which I may be considered, including former employers and references. I hereby release from all liability or responsibility all persons, companies or corporations furnishing or seeking such information for any damage which may result. I further understand that any misrepresentation, falsification or omission of facts by me in this application shall be grounds for discharge in the event that I am hired.

"I understand and agree that, if hired, my employment is for no definite period, and I retain the right to resign at any time for any reason with or without cause, and the Employer reserves this same right. I understand that no representative of the Employer can enter into any agreement to the contrary other than the President of the Board of Directors, and such agreement must be in writing."

**Signature/Date**