INFORMATION TECHNOLOGY & INNOVATION
WESTERN CONNECTICUT STATE UNIVERSITY

STUDENT APPLICATION FOR EMPLOYMENT

Please indicate the semester you are applying for: ☐ Fall ☐ Spring ☐ Summer

Do not print this application! Follow instructions on the bottom of page 4.

GENERAL INFORMATION

Student ID Number _____

Name _____
    Last   First   Middle Initial

Date of Birth _____

Present Home Address _____
    Street   City   State   Zip Code

On Campus Address (if applicable)_____   E-Mail:_____

Home Telephone _____   Mobile Telephone _____

Expected Graduation Date_____   Major_____   GPA_____

POSITION INFORMATION

See final page for a description of each position available

Position Applied For (circle all that apply): ☐ Computer Center Assistant ☐ Training Specialist
☐ Classroom Technology Assistant

Campus Preference (select one): ☐ Midtown   ☐ Westside   ☐ No Preference

Salary Desired (hourly): $_____   How many hours can you work weekly (max. 20 during the semester)?_____

Have you ever filed an application here before?   ☐ Yes   ☐ No   If yes, give date_____

Have you ever been employed here before?   ☐ Yes   ☐ No   If yes, give date_____

Are you currently employed? ☐ Yes   ☐ No   If yes, may we contact your employer? ☐ Yes   ☐ No

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COMPUTER SKILLS

Check off those computer skills with which you are proficient.

MICROSOFT OFFICE
☐ Word   ☐ Excel   ☐ PowerPoint
☐ Access   ☐ Publisher
☐ Other. Please list:_____

OPERATING SYSTEM KNOWLEDGE:
☐ Windows   ☐ Mac
☐ Linux

ADOBE CREATIVE SUITE
☐ Photoshop   ☐ Illustrator   ☐ InDesign
☐ Acrobat   ☐ Dreamweaver

FOR OFFICE USE ONLY

Date of Interview _____   Assigned Location(s) _____   Approved Hourly Wage _____

Date of Hire _____   Notes/Information: _____

Training Date _____   _____

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Student ID Number _____

EDUCATION

Please list the information and areas of study for each school that you have attended, excluding WCSU.

Type of School	Name of School	Location (Complete mailing address)	Years Completed	Major & Degree
High School				
College				
Other				

Special Honors/Awards _____

_____

WORK EXPERIENCE

Please list your previous work experience beginning with your most recent job held.

Employer:		Employer:	
Address:		Address:	
City, State, Zip		City, State, Zip	
Dates Employed:		Dates Employed:	
Position Held:		Position Held:	
Supervisor (Name & Title):		Supervisor (Name & Title):	
Description of Duties:		Description of Duties:	
Reason for Leaving:		Reason for Leaving:	

REFERENCES
Please list two references other than relatives or previous employers.

Name_____	Name_____
Address_____	Address_____
Telephone _____	Telephone _____
Company & Position _____	Company & Position _____
Years Known_____	Years Known_____
Relationship _____	Relationship _____

OTHER SPECIAL SKILLS/MISCELLANEOUS INFORMATION

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications and skill set, e.g., fluency in other languages, licenses, certification, special training received for the position for which you are applying, etc.

AVAILABILITY
Please list the **hours you can commit** to work during the (check one): ☐ Fall ☐ Spring ☐ Summer

Facilities Open:

1:00pm-10:00pm	8:00am-11:00pm	8:00am-11:00pm	8:00am-11:00pm	8:00am-11:00pm	9:00am-7:00pm	10:00am-6:00pm
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

INTEGRITY ASSURANCE

I certify that answers given herein are true and complete to the best of my knowledge, as the information provided in this document will be used as a basis for arriving at an employment decision. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given on my application or interview may result in termination.

Applicant Signature _____ Date _____

REFERRAL SOURCE
Please check off the source which corresponds to your referral to this position.

☐ Financial Aid Office   ☐ On-Campus Sign   ☐ Friend

☐ WCSU Website   ☐ Employee   ☐ Walk-In

☐ Other. Please specify:_____

POSITION DESCRIPTIONS

A **Computer Center Assistant** provides support in computer accounts and basic computer and program use to students, faculty, and staff in the computer centers, as well as monitor and maintain the centers, 24-hour labs, and technology classrooms on campus. A CCA also informs students of available technology resources at WestConn.

A **Training Specialist** provides training in the programs listed on page two, along with all of the CCA responsibilities outlined above. Training Specialists may be asked to author new training materials, and hold workshops and one-on-one tutorials. Hours are mostly on Midtown campus in the Student Technology Training Center SC 225 (STTC).

A **Classroom Technology Assistant** provides support for the technology in all WCSU classrooms. CTA's do not have hours in the staffed computer labs, and are treated as a separate position from CCA. CTA's have the freedom to make their own personalized schedules and are able to work at any time throughout the day (24/7). Their responsiblities include cleaning, checking, and maintaining the classroom technology on a weekly basis.

Information Technology at Western Connecticut State University will provide an information technology environment that delivers a seamless learning atmosphere for students, faculty, and staff. The University will be a leader in using technology to enhance teaching and learning to meet the educational needs of a diversified student body, faculty, and staff. IT&I supports the University's mission of empowering students, assuring effective teaching, strengthening partnerships with people and institutions while supporting continuous improvement, and intellectual integrity.

Applications received will be kept on file for one semester.
Positions are filled on an as-needed basis.

For your application to be considered, it must be E-Mailed to:
IT_Student_Applications@connect.wcsu.edu

Do **NOT** bring this application to the
Information Technology & Innovation office in Old Main 303