



# EMORY UNIVERSITY

## Student Employment Application

**For Office Use Only**

Work Study?  Y  N

Supervisor: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Nickname: \_\_\_\_\_

Emory ID # \_\_\_\_\_

Date of Birth: \_\_\_\_\_

EU Box _____	Cell Phone # _____	Email _____
Class of _____	Major _____	Advisor _____
Legal Home Address: _____		
Mailing Address	City	State      ZIP

Have you been awarded Work Study through Financial Aid?       Yes     No

Term:     Fall     Spring

Department/Position Applying for (Please number 1-first choice, 2-second choice, 3-third choice):

- Aquatics     
  Club Sports     
  Climbing Wall     
  Facilities     
  Fitness  
 Intramurals     
  Marketing/Event Management

Have you ever worked for Emory before?       Yes     No

If yes, which program? \_\_\_\_\_

**PLEASE PROVIDE PREVIOUS JOB EXPERIENCE  
BEGINNING WITH THE MOST RECENT.**

Job Title: _____	Dates of Employment: _____
Duties: _____	
Supervisor: _____	Supervisor Phone or Email: _____
Job Title: _____	Dates of Employment: _____
Duties: _____	
Supervisor: _____	Supervisor Phone or Email: _____

Please list any certifications or qualifications, that make you the best candidate for this position:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List hours that you will be available to work:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_  
Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Weekends \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

If yes, explain in full. (A 'yes' answer will not necessarily disqualify you from employment)

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### **APPLICANT'S CERTIFICATION & AGREEMENT**

It is the policy of Emory University to consider all applicants for employment based on their qualifications in light of job vacancies. Our university fully complies with all applicable laws which prohibit discrimination on the basis of race, color, religion, sex, national origin, age, marital status, or disability.

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal.

You are hereby authorized to make investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice. \* Note: The provision of the Fair Credit Reporting Act may be applicable if a credit report on the applicant is obtained and considered.

I understand that my employment at Emory University shall be "employment-at-will," meaning that I have the right to terminate my employment at any time with or without cause and Emory University retains the same right. The only exceptions to such employment-at-will status, if any, shall be contained in a written employment agreement, signed by the President of the University.

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

Thank you for completing this application form and for your interest in employment with us.

**\*\* Please note: If hired you must have the appropriate official documents (driver's license, social security card, birth certificate, U.S. passport, foreign visa with authorizations to work in the U.S., etc.) proving your eligibility to work in the United States.**