

Guideline for Application for Student Employment At OSU Physical Plant Services

Please read these instructions very carefully before you complete the application.

Thank you for your interest in employment at Physical Plant Services. The following information will assist you in your efforts to obtain employment at Physical Plant Services.

When applying for a student position, you need to complete an application and submit it in person to [Physical Plant Personnel office, room 111 Physical Plant Administration Building \(Hall of Fame & Willis Street\)](#) Monday thru Friday, 1:00p.m. To 5:00 p.m. Applications are only taken for positions available at that time.

How to Complete Your Application

- Please fill in all blanks completely. Incomplete applications will not be referred to departments.
- Include basic information such as your name, address, social security number and local telephone number.
- List the blocks of time by the day that you are available to work between the hours listed on application.
- In the Employment History section please list if you are currently working for OSU or have been employed by Physical Plant Services. Also, include specific job duties for each previous position you have held including the name of the employer and telephone number. When completing the skills section, skills must be reflected on the previous employment.
- Complete the conviction record by answering yes/no. If you answer yes, please explain conviction. All information remains confidential. A conviction record in and of itself will not necessarily bar applicant from employment.
- **Print** then sign and date application.

For Office Use Only:

Hire Date:

Position #

Shop

Physical Plant Services Student Employment Application

Physical Plant Administration - Room 111 P.P.A. Building

Physical Plant Services, in compliance with Title VI and Title VII of the Civil Rights Act of 1964 and Title IX of Education Amendments of 1972 (Higher Education Act), does not discriminate on the basis of race, color, religion, national origin, sex, qualified handicap or disability in any of its policies, practices or procedures.

NAME: (As shown on Social Security Card)

(Last) _____ (First) _____ (Middle) _____

Social Security Number: _____

Local

Telephone: _____

Local Address

(Street) _____ (City) _____ (State) _____ (Zip) _____

Permanent Address

(Street) _____ (City) _____ (State) _____ (Zip) _____

Are you legally entitled to work in the United States? Yes () No ()

Documentation of your identity and employment eligibility must be provided upon hire as required by the Immigration Reform and Control Act of 1986.

Education

High School: _____ **Location:** _____ **Year Graduated** _____

Other Special Training: Type of Study: _____

Location: _____ Certificate Received: _____

Classification: (Check One)

Freshman () Sophomore () Junior () Senior () Graduate ()

Major: _____

Positions are **20.00 hours per week during fall and spring semester, & 40 hours work per week during summer.** List the blocks of time by the day you are available to work, between the hours of **8:00 a.m. & 4:30 p.m. For Custodial positions, 8:00 a.m. to 4:30p.m, 5:00 a.m. to 2:00 p.m. and 5:30 p.m. to 2:00 a.m.** Four-hour blocks of time are preferred.

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

List your choice of the three areas you are most interested in working.

First: _____ Second: _____ Third: _____

Employment History - List most recent employment first

Are you currently employed by O.S.U.: Yes Where No
Number of hours working per week:
Do you plan to terminate this employment: Yes When No

Have you worked for OSU Physical Plant Services before: Yes No
If yes, when were you employed?
What department did you work for?
Who was your supervisor?

Previous Employment, Please list your past two jobs including duties, contact person and phone number.

Company Name
Company Phone Number: Supervisor's Name:
Dates of Employment: From: Year/Month To: Year/Month
Job Title: Duties:
Reason for leaving:

Company Name
Company Phone Number: Supervisor's Name:
Dates of Employment: From: Year/Month To: Year/Month
Job Title: Duties:
Reason for leaving:

Check appropriate skills; and explain below:
Skills should also be reflected on the Previous Employment of your application.
Computer, Housekeeping, Farm/Ranch, Food, Lab, Labor, Lawn,
Office, Programming, Sales, Building Trades, Electrical,
Heat/Air Conditioning, Appliance Installation or Repair, Carpentry
Other: _____

Explain how your skills make you the best candidate for this job.

Have you ever been convicted for any violation of the law other than for minor traffic violations?
() No () Yes - if Yes please explain: _____

A conviction record in and of itself will not necessarily bar an applicant from employment.

I understand that misrepresentation of fact in this application will be sufficient grounds for termination of my employment or cancellation of job offer without notice anytime hereafter. I hereby authorize Oklahoma State University to investigate these statements without liability arising therefrom. Documentation of your identity and employment eligibility must be provided upon hire as required by the Immigration Reform and Control act of 1986.

Signature: _____ Date: _____