



Date: _____

Learn & Earn Student Employment Application

Please indicate all semesters you are seeking a Learn & Earn position: _____ Fall _____ Spring _____ Summer

I am a: _____ New First Year Student _____ New Transfer Student _____ Returning Student

APPLICANT INFORMATION

Last Name:

First:

M.I.:

Street Address:

City:

State:

Zip:

Cell Phone #:

Bluffton Box # (if known):

Bluffton Email (if known):

Other or Alternate Email:

Major(s):

Minor(s):

Number of Credits Earned at Bluffton or Transferred to Bluffton:

EDUCATION

High School Name:

Graduation Month/Year:

High School City:

High School State:

Please list some of your extracurricular activities in high school (sports, theatre, music, art, student media, clubs, community service/short term volunteer experience, etc.):

PREVIOUS EMPLOYMENT OR LONG TERM VOLUNTEER EXPERIENCE

Business Name:

City:

State:

Job Title:

Supervisor Name:

Supervisor Phone:

Position Start Month/Year:

Position End Month/Year:

Average hours worked per week (either paid or as a volunteer):

List a few things you did in this position (operated cash register, used food safety standards, helped customers, handled conflict, worked with a team, etc.):

PREVIOUS EMPLOYMENT OR LONG TERM VOLUNTEER EXPERIENCE (CONT.)

Business Name:

City:

State:

Job Title:

Supervisor Name:

Supervisor Phone:

Position Start Month/Year:

Position End Month/Year:

Average hours worked per week (either paid or as a volunteer):

List a few things you did in this position (operated cash register, used food safety standards, helped customers, handled conflict, worked with a team, etc.):

REFERENCES

Please list the names of two people who know you well, but to whom you are not related. By providing this information you are indicating that a future employer could contact this person.

Full Name:

Email:

Phone Number:

How do you know this person? (supervisor, coach, teacher, etc.):

How long have you known this person?:

Full Name:

Email:

Phone Number:

How do you know this person? (supervisor, coach, teacher, etc.):

How long have you known this person?:

INTERESTS AND SKILLS

For each of the following, please indicate if you have:

- 1) Interest (“I’ve never done it, but I’d like to try”)
- 2) Experience (“I’ve done this before and would like to do it again”)
- 3) Strong Skills (“I’ve done this before, would do it again and am pretty good at it”)

Communication Skills:

_____ Writing well _____ Speaking well _____ Listening well _____ Writing stories or articles

_____ Blogging or creating YouTube videos _____ Providing customer service _____ Managing a multi-line phone

Financial/Office/Data Entry Skills:

_____ Using a cash register/making change _____ Entering data into a spreadsheet (such as Excel) or a database _____ Making financial entries into a ledger _____ Filing and organizing in an office setting

Technology Skills:

_____ Troubleshooting computer problems _____ Using Microsoft products (Word, Excel, PowerPoint, etc.) _____ Using a Mac computer _____ Operating audio/visual equipment and/or copiers

Arts/Theatre Skills:

_____ Creating scenery for a play _____ Lighting or sound for a play _____ Sewing _____ Carpentry

_____ Photography _____ Graphic design _____ Creating newsletters, posters, or fliers _____ Stage management

Custodial Skills:

_____ Lifting items of at least 25 pounds _____ Cleaning homes or businesses _____ Operating internal or external equipment (floor cleaner, mower, etc.) _____ Driving a 15 person van

_____ Gardening or landscape work _____ Completing small maintenance projects _____ Equipment/Vehicle maintenance

Food Service Skills:

_____ Serving food _____ Prepping food _____ Dishwashing

Academic/School Skills:

_____ Working in a library _____ Grading papers for a teacher _____ Tutoring

Health/Fitness Skills:

_____ Maintaining fitness equipment _____ Cleaning fitness equipment or locker rooms _____ Serving as a statistician for a sports team _____ Serving as a game day assistant for a sports team

WORK ELIGIBILITY

If you are applying for your first Learn & Earn position, you must complete a proof of identity and work eligibility document called an I-9 form. Once it is confirmed that you have been offered a job, go to the Payroll Office on the bottom floor of College Hall and complete an I-9 form. Please bring the following required identification forms with you: A Passport alone or two of the following three documents: A drivers license and social security card or birth certificate.

SIGNATURE

I certify that my answers on this application are true and complete to the best of my knowledge.

Signature: _____

Date: _____

SUBMISSION

To submit this application, please email this form to Audra Oglesbee, Learn & Earn Coordinator, campusjobs@bluffton.edu.