



Student Employment Opportunity

Student Support Staff Café

Division/Campus office	Café
Students needed	4
Position duration	Positions begin fall semester and are renewable based on performance, availability and the needs of the division.
Scheduled work hours	To be determined based on Café's needs and student schedules. Priority will be given to students who are available during peak Café times of operation.
Requirements	<p>Must be a current IUPUC student.</p> <p>Work-study eligibility is required (if you are not sure of your eligibility, please contact the Office of Financial Aid).</p> <p>Other requirements include being dependable, a quick learner, team player, and must enjoy working with others. Cash handling experience is helpful.</p>
Position description	<p>The Café Student Support Staff will help prepare food and provide service for the students, faculty and staff on campus.</p> <p>Keep the Café clean (sweep, mop, clean tables and wash dishes).</p>
Application Deadline	<p>If interested, please download and complete an application at http://www.iupuc.edu/about/iupuc-jobs/ and return it to:</p> <p>Carol Kostrzewsky IUPUC Associate Director, Career Services 4555 Central Avenue, LC 1209 Columbus, IN 47203 Phone: 812.375.7527 E-mail: ckostrze@iupuc.edu</p>



OFFICE OF CAREER SERVICES

INDIANA UNIVERSITY-PURDUE UNIVERSITY
COLUMBUS

www.iupuc.edu/careerservices

Phone: 812-375-7527

Fax: 812-314-8523

STUDENT EMPLOYMENT APPLICATION

Position you are applying for: _____

PERSONAL INFORMATION

Last name	First name	M.I.	Student id number: 000 _ _ _ _ _
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Major(s):	College level: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate
Expected graduation date:	

HOME ADDRESS

Street	City	State	Zip
Email address:	Home phone number:		
	Mobile phone number:		

EMPLOYMENT INFORMATION

Have you previously worked at IUPUC? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you eligible for federal work-study? <input type="checkbox"/> Yes <input type="checkbox"/> No
How many credit hours are you enrolled this semester?	How many hours a week are you available to work?
Are you eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PLEASE INDICATE THE HOURS YOU ARE AVAILABLE TO WORK EACH DAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

SPECIAL JOB SKILLS

Skill	Please describe any additional skills below:
<input type="checkbox"/> Typing	
<input type="checkbox"/> Computing	
<input type="checkbox"/> Languages	
<input type="checkbox"/> Other	

WORK RELATED EXPERIENCE/VOLUNTEER WORK

Employer name and address	Job duties and responsibilities	Dates employed

		From:
		To:
		Hours per week:
Employer name and address	Job title and responsibilities	Dates employed
		From:
		To:
		Hours per week:
Employer name and address	Job title and responsibilities	Dates employed
		From:
		To:
		Hours per week:
<p>Student _____ signature: _____</p> <p>Date: _____</p> <p>My signature affirms that the information on this application form is accurate. Note: Employment offers will be contingent upon successful completion of a criminal background check and E-Verify.</p>		

RETURN APPLICATION TO:

Carol Kostrzewsky
 Office of Career Services
 Indiana University-Purdue University Columbus
 4555 Central Avenue LC 1205
 Columbus, IN 47203

You may also e-mail this application as an attachment to: ckostrze@iupuc.edu