



UNIVERSITY OF MARY
America's Leadership University

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 Bismarck, ND 58504-9652
 (701) 355-8218
 1-800-288-6279
finaid@umary.edu

Work-Study Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address City State ZIP Code

Phone: _____ E-mail Address: _____
Home Cell

Social Security Number or U-Mary ID #: _____

Work-Study Position Applying for: _____

Previous Work Experience

Employer: _____ Supervisor: _____

Address: _____
Street City State ZIP Code

Telephone: _____ Employment date: From _____ to _____

Position: _____ Responsibilities: _____

Employer: _____ Supervisor: _____

Address: _____
Street City State ZIP Code

Telephone: _____ Employment date: From _____ to _____

Position: _____ Responsibilities: _____

Education

High School: _____ Address: _____
 From: _____ To: _____ Area of Concentration: _____

College: _____ Address: _____
 From: _____ To: _____ Major or Field of Study: _____
 Expected Graduation Date: _____

Skills / Activities / Honors

Computer Skills:

Please check all that apply

- Word
- Excel
- Access
- Powerpoint
- Web design
- Networking
- HTML
- Programming

Keyboarding WPM

Other skills not mentioned:

Activities:

- Sports
- Band
- Choir
- Drama
- Math Club
- Cheer/Dance
- Newspaper
- Yearbook

Honors

Please list below

Volunteer Activities

Please list below

Other

Will you be participating in a sport?	Yes	No	If so, which sport?
Will you participate in music?	Yes	No	
Will you have a job off campus?	Yes	No	
If so, what hours would you be available?	_____		
Do you have a valid driver's license?	Yes:	No:	
Do you have a vehicle?	Yes:	No:	

Disclaimer / Signature

The University of Mary is committed to the policy of equal employment in recruitment, interviewing, hiring, and all other personnel practices. Your job related experience, education and other qualifications will be considered without discrimination on grounds of race, color, religion, sex, age, national origin, or disability, and in compliance with the North Dakota Human Rights Act.

Work-Study is an award based on financial need. In order to be considered for a position, you must have been awarded Work-Study on your award letter or otherwise be eligible to receive Federal Work-Study funding. Work-Study is a job and in order to earn your awarded amount, you must secure a position and work the allotted hours.

By submitting this application I am certifying that the above information listed by me is true and correct to the best of my knowledge. I authorize its release to potential employers. I also understand that the employment will depend upon continuing satisfactory work performance

DO NOT WRITE BELOW THIS LINE - FOR SUPERVISOR USE ONLY

Date application received: _____ Date received by Financial Assistance Office: _____

Position name: _____ Wage: _____

Hired: Yes _____ No _____

Supervisor signature: _____ Date: _____