



## Student Employment Application

Name: \_\_\_\_\_ UIN: \_\_\_\_\_ ODU Email Address: \_\_\_\_\_  
Local Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_ Major/Concentration: \_\_\_\_\_

Considering your academic coursework, how many hours per week would you like to work: \_\_\_\_\_  
Please select all program areas that you are interested in:

(You may check more than one)

Aquatics

Intramural Sports

Outdoor Adventure Program

Facilities & Operations

Marketing

Sport Clubs

Fitness & Wellness

Membership

Summer Camps

Please Answer the Following Questions:

1.) Why are you interested in being employed by Recreation & Wellness?

2.) Please list 3 strengths that you can apply to the position you're interested in:

3.) In your own words, what is quality customer service?

4.) What comes to mind when you think of leadership?

### Additional Information:

- Employees are required to complete a hiring pack prior to formal hiring. This packet includes Form I-9, Employment Eligibility Verification. Form I-9 requires up to 2 documents to be presented by each new employee.
  - Follow the link to view acceptable documents to be used on Form I-9. <https://www.uscis.gov/i-9-central/acceptable-documents>
- Employees are required by the Commonwealth of Virginia to present their original Social Security Card when the hiring packet is completed.
- Employees must supply a voided check or direct deposit slip from their bank to be used for the direct deposit payment process.

(Continue to the next page to complete the Employee Availability)

## Employee Availability

The following information will not guarantee or exclude any candidate from employment. It will be used to make a proper evaluation based on the needs of the area(s).

Please complete the availability form for the semester that you are being hired for by using an "X" to denote times that you are NOT able to work and an "O" for when you ARE able to work.

*\*If you become available, or unavailable between the listed times, please put that time in the text box. See example below.\**

	Sunday	Monday
3PM	X	3:15
4PM	4:15	O

Time/Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 AM							
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							
10 PM							
11 PM							
12 AM							

### Additional Questions:

Are you willing to work some weekends?      Yes      No

Are you willing to work on, or around some holidays?      Yes      No

Do you plan to work during the summer?      Yes      No

**This form should be saved and added as an additional document to your submission on Careers4Monarchs**