



# PART-TIME EMPLOYMENT APPLICATION

Thank you for your interest in working at the department of campus recreation. Please be sure to complete all areas of this application and list all positions for which you are qualified and wish to be considered for employment.

## ABOUT YOU

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

LOCAL ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ LOCAL PHONE: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  CHECK IF CELL

PERMANENT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  CHECK IF CELL

## EDUCATIONAL HISTORY

COLLEGE: \_\_\_\_\_  WILL BE A FR STARTING \_\_\_\_/\_\_\_\_/\_\_\_\_ (DATE)  CURRENT FR .  
 SO.  JR.  SR.  GR. (PLEASE CHECK ONE)

MAJOR: \_\_\_\_\_ EXPECTED GRADUATION: \_\_\_\_\_

POST GRAD: \_\_\_\_\_ CERTIFICATES: \_\_\_\_\_

## PERSONAL INTERESTS

HOBBIES, INTEREST, OR SPECIAL SKILL: \_\_\_\_\_

EXTRA- CURRICULAR ACTIVITIES (SCHOLAR OR ATHLETIC): \_\_\_\_\_

HONORS, AWARDS OR LEADERSHIP POSTIONS HELD: \_\_\_\_\_

## WORK RELATED

ARE YOU AN OAKLAND UNIVERSITY STUDENT?  YES  NO CREDIT HOURS \_\_\_\_\_ CURRENT GPA \_\_\_\_\_

PREFERRED NUMBER OF WORK HOURS PER WEEK:  5-10  11-15  16-20

DO YOU HAVE WORK STUDY?  YES  NO DATE YOU CAN START WORK: \_\_\_\_/\_\_\_\_/\_\_\_\_

TIME OF DAY YOU CAN WORK (CHCECK ALL THAT APPLY)  MORNINGS 5A-9A  DAYS 9A-5P  NIGHTS 5-11P  WKND5 FRI NIGHT/SAT/SUN

## GENERAL INFORMATION

1. DO YOU CURRENTLY PARTICIPATE IN CAMPUS RECREATION ACTIVITIES?  YES  NO

IF YES, WHAT ACTIVITIES \_\_\_\_\_

2. FUTURE CAREER ASPIRATIONS: \_\_\_\_\_

3. HAVE YOU EVER BEEN EMPLOYED BY THE DEPARTMENT OF CAMPUS RECREATION?  YES  NO

IF YES, POSITIONS HELD AND DATES OF EMPLOYMENT: \_\_\_\_\_

4. ARE YOU CURRENTLY OR HAVE YOU BEEN EMPLOYED BY ANY OTHER DEPARTMENT AT OU?  YES  NO

IF YES, WHICH DEPARTMENT AND HOW MANY HOURS? \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

5. HOW DID YOU HEAR ABOUT THIS POSITION?  WORD OF MOUTH  CAMPUS RECREATION WEB SITE

OTHER \_\_\_\_\_  ACADEMIC CLASS : \_\_\_\_\_

STAFF MEMBER (NAME) \_\_\_\_\_

6. HAVE YOU EVER BEEN CONVICTED OF A FELONY?  YES  NO IF YES, LIST DATE: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Please list in chronological order beginning with your current or most recent position. If no previous employment, please list personal references.

EMPLOYER, ADDRESS AND PHONE NUMBER	EMPLOYMENT DATES TO AND FROM (MO/YR)	YOUR POSITION, DUTIES, AND SUPERVISOR'S NAME (FOR REFERENCE CHECK)	BASE WAGE/SALARY	REASON FOR LEAVING

**REFERENCES**

Please list three references we may contact regarding your work performance and personal abilities (please use professional or business references)

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

**POSITIONS- use this application to apply for all interested areas of employment, resume and copy of certifications preferred, if available.**

Refer to the campus recreation web site at [www.oakland.edu/campusrec](http://www.oakland.edu/campusrec) for job description. Minimum one year commitment preferred. All positions require blood borne pathogen training which will be provided for you at no cost. Lifesaving certifications may be required with certain jobs and can be acquired through campus recreation if you are hired, but are not necessary to apply.

**Please check all positions you want to be considered for:**

- Blog Intern
- CPR/FA Instructor
- Custodial Crew
- Personal Trainer
- Other (be specific) \_\_\_\_\_
- Fitness Center Attendant
- Fitness Class Instructor
- Fitness/Wellness Intern
- Graphic Designer
- Lifeguard
- Lifeguard Instructor
- Service Desk
- Social Media/Blog
- Sports Official
- Water Safety Instructor
- Welcome Center

**CERTIFICATIONS**

**Please check the certifications you currently hold and include expiration dates or certification ID #'s where relevant:**

- CPR/AED for the P.R/H.C.P; Cert. ID \_\_\_\_\_
- Adult/Child/Infant CPR; Cert. ID \_\_\_\_\_
- First Aid; Cert. ID \_\_\_\_\_
- Lifeguard Training; Cert. ID \_\_\_\_\_
- Group exercise (ACSM, ACE, other); exp \_\_\_/\_\_\_/\_\_\_
- Water Safety Instructor (WSI); Cert. ID \_\_\_\_\_
- Certified Personal Trainer; exp \_\_\_/\_\_\_/\_\_\_
- Other - \_\_\_\_\_; exp \_\_\_/\_\_\_/\_\_\_

**SIGNATURE**

THE OAKLAND UNIVERSITY BOARD OF TRUSTEES HAS DIRECTED THAT ACTIONS BE TAKEN TO PEREVENT DISCRIMINATION AGAINST ANY EMPLOYEE OR STUDENT ON THE SOLE BASIS OF AGE, COLOR, DISABILITY, ETHNICITY, GENDER, MARITAL STATUS, NATIONAL ORGIN, RACE, RELIGION, SEXUAL ORIENTATION OR VETERAN STATUS. I CERTIFY THAT ALL THE INFORMATION GIVEN IN THIS APPLICATION IS TRUE. I UNDERSTAND THAT ANY FALSE STATEMENT MADE HEREIN OR OMISSION OF CONVICTIONS OR CURRENT CRIMINAL CHARGES IS SUFFICIENT REASON FOR REJECTION OF THIS APPLICATION OR TERMINATION OF SUBSEQUENT EMPLOYMENT. I FURTHER AUTHORIZE THE UNIVERSITY TO INVESTIGATE ALL STATEMENTS MADE ON MY APPLICATION FOR EMPLOYMENT. I AUTHORIZE SUCH EDUCATIONAL INSTITUTIONS AND EMPLOYERS AND OTHERS (AND THEIR AGENTS OR EMPLOYEES) TO RESPOND TO QUESTIONS CONCERNING INFORMATION GIVEN ON THIS APPLICATION AND FUTHER RELEASE FROM LIABILITY SUCH FORMER EMPLOYERS, INSTITUTIONS OR PERSONS PROVIDING SUCH INFORMATION TO THE UNIVERSITY. OAKLAND UNIVERSITY HAS A POLICY ON NEPOTISM. SHOULD A CONDITION ARISE CONCERNING THIS POLICY, IT IS THE DUTY OF THE APPLICANT/ EMLOYEE TO DISCLOSE THIS TO THE SUPERVISOR.

***By clicking here, this serves as my signature, that I acknowledge and understand the above paragraph.***

**FOR OFFICE USE ONLY- ENTER DATES**

APPLICATION RECEIVED STUDENT DEVELOPMENT COORD.: \_\_\_/\_\_\_/\_\_\_      PROCESSED IN DATABASE \_\_\_/\_\_\_/\_\_\_

APPLICANT ROUTED TO AREA SUPERVISOR \_\_\_\_\_ (INITIAL IF SEEN)      PRE-ASSESSMENT SENT \_\_\_/\_\_\_/\_\_\_