

Salem State University Gassett Fitness Center – Student Employment Application



General Information

Last Name	First Name	MI	Salem State University ID#	
School/Campus Address		City	State	Zip Code
Permanent Mailing Address		City	State	Zip Code
Primary Phone ()	Current SSU student?		Available start date:	
Check position(s) applying for: <input type="checkbox"/> Fitness and Membership Services <input type="checkbox"/> Rec Program Instructor <input type="checkbox"/> Facility Supervisor <input type="checkbox"/> Office Assistant <input type="checkbox"/> Intramurals (Official/Supervisor/Scorekeeper/Timekeeper) <input type="checkbox"/> Photographer <input type="checkbox"/> Internship/Practicum <input type="checkbox"/> Program & Event Assistant <input type="checkbox"/> Group Exercise Instructor* <i>*National certification required</i> <i>All position descriptions are available on our website</i>	Do you have Federal work study? <input type="checkbox"/> Yes - \$ _____ <input type="checkbox"/> No <input type="checkbox"/> Already using for another campus job		Major: _____ Year in School: _____ Expected Grad Date (month/year): _____	
SSU E-mail Address:				
How did you learn of this vacancy (please list the specific employee, website, or other source)?				
Number of hours requested per week?				
Do you have another campus job? If yes, where?				
Have you ever been previously employed by SSU? If yes, list location, title, department and dates:				

Certifications: (CPR/AED, First Aid, Group Exercise, etc...)

Title	Issued By:	Expiration Date:
Title	Issued By:	Expiration Date:
Title	Issued By:	Expiration Date:

Availability: Cross out time blocks that you cannot work: (i.e. Classes, Jobs, Personal Commitments)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00-7:00am							
7:00-8:00am							
8:00-9:00am							
9:00-10:00am							
10:00-11:00am							
11:00am-12:00pm							
12:00-1:00pm							
1:00-2:00pm							
2:00-3:00pm							
3:00-4:00pm							
4:00-5:00pm							
5:00-6:00pm							
6:00-7:00pm							
7:00-8:00pm							
8:00-9:00pm							
9:00-10:00pm							

Employment History: List current/most recent employer first

Employer Name	Address	City	State	Zip Code
Telephone Number ()	Job Title			
Dates of Employment (include start and end dates)	Final Hourly Wage	Supervisor's Name & Title		
If you are still employed, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Summary of duties:				
Reason for leaving:				
Employer Name	Address	City	State	Zip Code
Telephone Number ()	Job Title			
Dates of Employment (include start and end dates)	Final Hourly Wage	Supervisor's Name & Title		
If you are still employed, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Summary of duties:				
Reason for leaving:				
Employer Name	Address	City	State	Zip Code
Telephone Number ()	Job Title			
Dates of Employment (include start and end dates)	Final Hourly Wage	Supervisor's Name & Title		
If you are still employed, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Summary of duties:				
Reason for leaving:				

References: Please list two references not related to you

- Name/Relationship: _____ Phone: _____
- Name/Relationship: _____ Phone: _____

Related Recreation/Events Experience:

Do you have any other skills/abilities related to the position for which you are applying?

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts required within this document is cause for my dismissal. I understand that any employment offered is for an indefinite duration, unless otherwise specified in writing, and is "at-will", which means that either I (after a two weeks' notice) or the Department of Campus Life and Recreation (following SSU policy) may terminate my employment at any time.

Signature of Applicant: _____ Date: _____

Please return this application with resume to:
 Salem State University – Gassett Fitness Center
 Attn: Kelly Janos
 352 Lafayette Street Salem, MA 01970
kjanos@salemstate.edu
 978-542-4442

Office Use Only

- Applicant E-mailed (Confirmation of Receipt) Application Rubric Completed Phone Interview In-Person Interview Offer Made?