

Applicant Information

Applicant name: _____
Last First Middle

Preferred name: _____

Andrew ID: _____ Phone #: _____

Currently enrolled at Carnegie Mellon? Yes No College: _____

Class level: First-Year Sophomore Junior Senior 5th Year Master Doctoral

Major: _____ Minor: _____

Anticipated graduation date: _____ Current QPA: _____

(QPA is optional. Note: Some positions require a minimum QPA.)

Are you currently employed on campus? Yes No

If yes, where? _____

How many hours per week? _____ Do you have Federal Work Study? Yes No

Position you are applying for? _____

See complete list of undergraduate and graduate hourly job profiles in the Student Employment Application Job Profiles Addendum or visit the CMUWorks website at www.cmu.edu/cmworks/students. Department business titles may vary.

Work & Leadership Experience

Please list on and off campus experience (paid and unpaid).

Employer	Job title	Dates

Organization	Office held	Dates

Student Employment Application

Please list other skills and/or competencies applicable to this position:

Signature

Applicant signature: _____ Date: _____

I certify that the above information is accurate, I am in good university standing, and I agree to follow university and departmental policies and procedures.

Please note, because of the continuing COVID-19 situation, there still remain many uncertainties that could impact programming, business needs and the role that you may be offered for the Fall 2020 and Spring 2021 semesters. As a result, offers will be contingent upon a number of variables, including but not limited to whether this position will be needed for the full term referenced above, and whether your role involves work that must be performed in-person or can be performed remotely. If at any point in the academic year we are unable to continue on-campus operations such that you would need to perform this role remotely (assuming the work can, in the judgment of the University, be performed remotely), offers will be contingent on you being physically present in the U.S. with appropriate visa status and work authorization when this position commences and for the duration of the work performed. Your employment could be ended at any point in the academic year based on the above-mentioned variables.

Hiring Department Only

Returning student hire? Yes No

Position title: _____ Job profile: _____

Hourly rate of pay: _____ Average hours per week: _____

Start date: _____ End date: _____

Does this role require a secondary position to record off hours/premium hours worked as outlined in job profile 8033 and 7029? Yes No

If yes, what is the premium hourly rate of pay? _____

Supervisor name: _____ Department: _____

Workday supervisory org: _____

GL: _____ (funding, function, activity, organization, entity) GM: _____ (project, task, award)

Other comments:

Date entered by Dept. Initiator in Workday: _____