



STUDENT EMPLOYMENT APPLICATION

Date: _____

Fall Semester (year) _____

Spring Semester (year) _____

Summer Semester (year) _____

(PLEASE PRINT)

Name: _____

Social Security No.: _____

Local Address: _____

Permanent Address: _____

Local Phone: _____

Permanent Phone: _____

Class Level: Fr So Jr Sr

Major: _____

U.S. Citizen? Yes No

PREVIOUS EMPLOYMENT RECORD *(Full, part-time, and summer - list last job first)*

Have you ever worked for LSSU? Yes No If yes, please list below.

Department: _____

Date(s) Worked: _____

Department: _____

Date(s) Worked: _____

Department: _____

Date(s) Worked: _____

Non-LSSU Employers	Type of Work	Dates Employed		Reason for Leaving
		From	To	

List any disabilities which should be considered in job assignment: _____

Are you available for weekend work? Yes No Are you available for evening work? Yes No

Do you have a vehicle on campus? If so, would you be willing to work at an off-campus location? Yes No

SKILLS *(Check those that apply, of/or list specific skill)*

Accounting _____

Webpage Publishing _____

Office Skills _____

Cashier _____

Electronics _____

Specific Sport _____

Certified WSI _____

Journalism _____

Word Processing _____

Computer Skills _____

LSSU Reading Course _____

Other _____

PREFERENCES *(Number in order preferred)*

America Reads _____

Custodial _____

Library _____

Audio Visual _____

Food Service _____

Norris Center *(athletic facility)* _____

Campus Tour Guide _____

Graphics *(print shop)* _____

Office/Clerical _____

Compass *(LSSU Newspaper)* _____

Grounds Work _____

Switchboard _____

Computer Lab _____

Lab Asst. *(upperclassman)* _____

Telemarketing _____

Learning Center *(tutoring)** _____

Other _____

**Special conditions apply.*



Lake Superior State University
NOTICE TO APPLICANTS

Under P.A. 121, amending the Michigan Handicapper's Civil Rights Act of 1976, the employer is required to notify applicants that:

- Otherwise qualified disabled individuals have a right to request accommodation in employment.
- Any such request must be in writing to the Director of Human Resources.
- Requests must be made within 182 days after the need is known, or at the time of application.

In addition, the Federal **Americans with Disabilities Act** requires employers to provide reasonable accommodations at the request of otherwise qualified individuals unless such accommodation would impose undue hardship on the employer. Accommodation requests are to be directed to the Director of Human Resources, who is the ADA compliance officer.

Request forms are available at the Human Resources Office, Lake Superior State University, Administration Building, 650 W. Easterday Ave., Sault Ste. Marie, MI 49783, at the Job Application Station in the Library, or by calling 906-635-2697.

It is the policy of Lake Superior State University that no person shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment, or in any program or activity for which the University is responsible on the basis of race, color, national origin or ancestry, gender, sexual preference, age, disability, religion, height, weight, marital status or veteran status. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Applicants for employment and admissions, employees, students, the public and ADA concerns or requests:

Director of Human Resources
Administration Building
Lake Superior State University
650 W. Easterday Ave.
Sault Ste. Marie, MI 49783
906-635-2697

Please contact the Human Resources Office staff if you have any questions:

Nikki Vagts, Administrative Assistant, 906-635-2190
Arlene MacPherson, Payroll Coordinator, 906-635-2225
Beverly White, Director, 906-635-2697

E-mail address: humanresources@lssu.edu

Return application to: Human Resources Office
Lake Superior State University
650 W. Easterday Ave.
Sault Ste. Marie, MI 49783