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| Virginia International University  Student Employment Application |  |
| *It is the policy of VIU to provide equal employment and educational opportunities for all people regardless of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity and expression, family responsibilities, political affiliation, disability, source of income, place of residence or business, and veteran status.* | |

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| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name |  | | | | | | | First Name | |  | | | | | M.I. | |  | | Date | | |  | | | |
| Street Address |  | | | | | | | | | | | | | | Apartment/Unit # | | | | | | |  | | | |
| City |  | | | | | | | State | |  | | | | | ZIP | | | | | | |  | | | |
| Phone |  | | | | | | | E-mail Address | | | |  | | | | | | | | | | | | | |
| International (F-1) Student? | | | | | | | | YES | | | | NO | | | | Do you have any outstanding financial obligations with the University? | | | | | YES | | | | NO |
| Undergraduate or Graduate Student? | | | | | | | | UNDERGRAD | | | | GRAD | | | |
| Is this your first semester? | | | | | | | | YES | | | | NO | | | | Program of Study: | | | | |  | | | | |
| Anticipated Graduation Date? | | | | | | | |  | | | | | | | | Cumulative GPA: | | | | |  | | | | |
| Have you ever been *convicted* of a criminal offense? | | | | | | | | | | | | | | | | YES | | | | | NO | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SCHEDULE OF AVAILABILITY** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please note, each on-campus job will have varying hours and days available for you to work. Please check all time slots in which you are **available and willing to work**. If only available for part of the slot listed, please make a note in the space below. | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | Mon | | Tue | | Wed | | | | Thu | | | | | Fri | | | | | Sat | | |
| 8:00am-9:00am | | | | |  | |  | |  | | | |  | | | | |  | | | | |  | | |
| 9:00am-10:00am | | | | |  | |  | |  | | | |  | | | | |  | | | | |  | | |
| 10:00am-11:00am | | | | |  | |  | |  | | | |  | | | | |  | | | | |  | | |
| 11:00am-12:00pm | | | | |  | |  | |  | | | |  | | | | |  | | | | |  | | |
| 12:00pm-1:00pm | | | | |  | |  | |  | | | |  | | | | |  | | | | |  | | |
| 1:00pm-2:00pm | | | | |  | |  | |  | | | |  | | | | |  | | | | |  | | |
| 2:00pm-3:00pm | | | | |  | |  | |  | | | |  | | | | |  | | | | |  | | |
| 3:00-m-4:00pm | | | | |  | |  | |  | | | |  | | | | |  | | | | |  | | |
| 4:00pm-5:00pm | | | | |  | |  | |  | | | |  | | | | |  | | | | |  | | |
| 5:00pm-6:00pm | | | | |  | |  | |  | | | |  | | | | |  | | | | |  | | |
| 6:00pm-7:00pm | | | | |  | |  | |  | | | |  | | | | |  | | | | |  | | |
| 7:00pm-8:00pm | | | | |  | |  | |  | | | |  | | | | |  | | | | |  | | |
| 8:00pm-9:00pm | | | | |  | |  | |  | | | |  | | | | |  | | | | |  | | |
| 9:00pm-9:30pm | | | | |  | |  | |  | | | |  | | | | |  | | | | |  | | |
| Please use the below space to provide any further clarification of the above schedule and/or availability. | | | | | | | | | | | | | | | | | | | | | | | | | |
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| PREVIOUS Education | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Undergraduate** | |  | | | | | |  | | | | | | | | Did you graduate? | | | YES | | | | | | NO |
| *Institution Name* | | | | | | *City, State (Country)* | | | | | | | |  | | | | | | | | | |
| Degree Received | | | |  | | Major | | |  | | | | | | | | Year Graduated | | | | | |  |
| **Graduate** | |  | | | | | |  | | | | | | | | Did you graduate? | | | YES | | | | | | NO |
| *Institution Name* | | | | | | *City, State (Country)* | | | | | | | |  | | | | | | | | | |
| Degree Received | | | |  | | Major | | |  | | | | | | | | Year Graduated | | | | | |  |
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| **SKILLS & QUALIFICATIONS** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please describe any special skills you have and/or classes you have taken that relate to working in an on-campus student employment position. If you speak other languages, please also include those here. | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Please list campus and community activities that you are/have been involved with that relate to on-campus employment. | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **VIU REFERENCES** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please list two references from within VIU who have first-hand knowledge of your campus involvement and/or work-related experience or knowledge. | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: | | | |  | | | | | | Relationship: | | | | | |  | | | | | | | | | |
| E-Mail: | | | |  | | | | | | Phone: | | | | | |  | | | | | | | | | |
| Name: | | | |  | | | | | | Relationship: | | | | | |  | | | | | | | | | |
| E-Mail: | | | |  | | | | | | Phone: | | | | | |  | | | | | | | | | |
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| **EMPLOYMENT HISTORY** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Position | | |  | | | | | | | From | | | | | |  | | | | To | | | |  | |
| Employer | | |  | | | | | | | Supervisor: | | | | | |  | | | | | | | | | |
| City, State (Country) | | |  | | | | | | | Reason for Leaving | | | | | |  | | | | | | | | | |
| Position Responsibilities: | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Position | | |  | | | | | | | From | | | | | |  | | | | To | | | |  | |
| Employer | | |  | | | | | | | Reason for Leaving | | | | | |  | | | | | | | | | |
| City, State (Country) | | |  | | | | | | | Supervisor: | | | | | |  | | | | | | | | | |
| Position Responsibilities: | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Position | | |  | | | | | | | From | | | | | |  | | | | To | | | |  | |
| Employer | | |  | | | | | | | Reason for Leaving | | | | | |  | | | | | | | | | |
| City, State (Country) | | |  | | | | | | | Supervisor: | | | | | |  | | | | | | | | | |
| Position Responsibilities: | | |  | | | | | | | | | | | | | | | | | | | | | | |
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| **DISCLAIMER AND SIGNATURE** | | | | | | | | | | | | | | | | | | | | | | | | | |
| *I certify that the information provided on this application form, along with all other information I have provided to VIU, is accurate and complete. I understand that any misrepresentations or omissions will be cause for not hiring me or for terminating my employment once hired.*  *I understand that VIU may undertake, and I authorize VIU to undertake, any investigation it deems necessary in considering me for employment or, if hired, my continued employment. I expressly authorize any personal reference or any other person to give VIU any information (written or oral) or records concerning me or my qualifications, employment, education, or criminal record. I unconditionally release VIU and its representatives and agents and all persons from whom they request information from of any and all liability relating to such request for information or any information provided.*  *I understand that, if hired, my employment will be strictly “at-will.” That means that VIU or I may terminate the employment at any time, for any or no reason, with or without notice. No VIU manager or representative shall be authorized to make any representations to the contrary.*  *I understand that this application will be active only for one semester and that any job offer may be offered conditionally pending reference and background checks.* | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Applicant Signature | | | | | | | | | | | | | | Date | | | | | | | | | | | |