

**University of Massachusetts Amherst  
Residential Operations  
Application for Student Employment**

**Please Print CLEARLY and Complete All Items**

Date of Application \_\_\_\_\_

Name \_\_\_\_\_ Local Phone Number \_\_\_\_\_

Social Security Number \_\_\_\_\_ Student ID # \_\_\_\_\_

Local Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

Email Address \_\_\_\_\_

- Are you a currently enrolled student at the University? YES \_\_\_\_ NO \_\_\_\_
- Work Study YES \_\_\_\_ NO \_\_\_\_
- Do you have a valid Massachusetts Driver's License? YES \_\_\_\_ NO \_\_\_\_
  - Class of License \_\_\_\_\_
- Have you previously worked for Facilities Operations? YES \_\_\_\_ NO \_\_\_\_
  - When \_\_\_\_\_ Where \_\_\_\_\_
- Year of Graduation \_\_\_\_\_ Grad or Undergrad? \_\_\_\_\_ Major \_\_\_\_\_
- Are you currently under a judicial sanction or other legal restriction which in any way limits your access to any residence hall, residential area, family housing apartment or family housing complex?  
YES \_\_\_\_ NO \_\_\_\_

**Employment References**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact your previous employer? YES \_\_\_\_ NO \_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact your previous employer? YES \_\_\_\_ NO \_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact your previous employer? YES \_\_\_\_ NO \_\_\_\_

Reason for leaving: \_\_\_\_\_

**Work Availability**

(In blocks of 2 hours or more)

Hours Available: 7 a.m. to 3 p.m.

Monday	Tuesday	Wednesday	Thursday	Friday

- Types of work applying for:  Maintenance/ Trades (paint, carpentry, electrical, plumbing)  
 Clerical (office assistant)  
 Operations (move furniture, \*driver, etc.)

\*Note: you must have a valid Massachusetts Class "D" license to operate a vehicle

In the space below, please list any job skill(s) which may qualify you for the position you have applied for above:

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Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Date of Interview: \_\_\_\_\_ Date hired: \_\_\_\_\_ Interviewers initials: \_\_\_\_\_

**Payroll Preparation – Supervisor**

If student has not worked for the University previously, they will need two forms of identification (Driver's License and Social Security Card are standard, a passport is acceptable by itself). Paperwork cannot be processed by student payroll until all forms are signed.

Rate to be paid Account #

Supervisor (print name)