

**OFFICE OF HUMAN RESOURCES MANAGEMENT**

(410) 651 – 6400 (Telephone)

**APPLICATION FOR STUDENT WORKSHIP EMPLOYMENT**

Last Name		First Name		Middle Initial
Address (Home)				
City		State		Zip Code
Address (Campus)				
City		State		Zip Code
Phone Number (Home)		Email Address		Phone Number (Campus)
A Social Security Number will be required at the time a contract is signed. Do you have a social security number?				Yes      No
U.S. Citizen?	Yes      No	Indicate Visa Class:		Number
Are you a UMES Student?	Yes      No	Full- Time      Part-Time		
What is your classification	Freshman Sophomore Junior Senior GraduateStudent Transfer Student	Semester Desired:	Fall Winter Spring Summer	
Position Interest	1 <sup>st</sup> Choice:	2 <sup>nd</sup> Choice:	Any Available:	
Hours per week available <i>(Maximum number of hours is 20 for a FT student. FT description requires twelve or more credit hours)</i>		Fall	Spring	Summer
Total credit hours for current semester				
Are you a student Athlete?		Yes      No		
*If yes, please check with the office of Financial Aid. If hired under the WorkShip Program, NCAA regulations may reduce your athletics grant –in-aid.				

Please indicate all skills you currently possess:	Typing Data Entry Library Research Book Keeping Microsoft Excel Microsoft Word Database (Microsoft Access, etc.) Microsoft Publisher Lab research Microsoft PowerPoint Filing Other:
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Have you ever worked for the University of the State of Maryland?	Yes	No
Have you ever been convicted in court for other than a misdemeanor or a minor traffic violation?	Yes	No
Are you under 18 years of age?	Yes	No

**The University of Maryland actively subscribes to a policy of equal employment opportunity and will not discriminate** against any employee or applicant because of race, age, physical or mental disability, marital status, religion, national origin or political affiliation. UMES encourages persons with disabilities to apply. In addition, the University is required by Title IX of the Education Amendments of 1972 not to discriminate in employment on the basis of sex.

Under Maryland law an employer may not require or demand any applicant for employment or any employee to submit to a polygraph, lie detector or similar test or examination as a condition of employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.

I certify that all information on this application is accurate and recognize it is subject to verification and that my employment and/or continuance thereof may be contingent upon its accuracy. I also understand that, if hired, I will be required to start at the base salary level unless otherwise stipulated or provided for by University Personnel Policy or Rule.

Signature of Applicant	Date
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<b>FOR HUMAN RESOURCES USE ONLY</b>	
<b>Sent to:</b>	<b>Date:</b>