

HELP DESK STUDENT WORKER APPLICATION FORM MSU-Great Falls Campus

PLEASE PRINT OR TYPE

NAME: _____
LAST
FIRST
MIDDLE

NUMBER OF SEMESTERS AT MSU-GF: _____

GID NUMBER: _____ SOCIAL SECURITY NUMBER: _____

PHONE: _____ CELL PHONE NUMBER: (____) _____

E-MAIL ADDRESS: _____

HOME ADDRESS: _____
STREET ADDRESS

CITY
STATE
ZIP

INTERESTED IN WORKING (CIRCLE ONE): FALL SEMESTER SPRING SEMESTER FALL AND SPRING

IN ADDITION TO THE ACADEMIC YEAR, WOULD YOU BE INTERESTED IN WORKING IN THE SUMMER _____

DATE AVAILABLE TO START WORK: _____ ARE YOU RECEIVING**:

_____	FINANCIAL AID
_____	WORK STUDY
_____	GRANTS

- _____ I WOULD LIKE TO BE CONSIDERED FOR A DAY HELP DESK SHIFT
 - 7AM-10AM, 10AM-NOON, NOON-2PM, 2PM-5PM
- _____ I WOULD LIKE TO BE CONSIDERED FOR AN EVENING/WEEKEND HELP DESK SHIFT
 - 5PM-11PM (MON-THURS), 5PM-10PM (FRI), 8AM-NOON, NOON-5PM (WEEKENDS)
- _____ I WOULD LIKE TO BE CONSIDERED FOR EITHER HELP DESK SHIFT

WORK EXPERIENCE (LIST BY MOST CURRENT DATE OF EMPLOYMENT):

1. EMPLOYER: _____
- JOB TITLE: _____
- DUTIES: _____
- _____

** You **DO NOT** NEED TO RECEIVE FINANCIAL AIDE, WORK STUDY, OR GRANTS TO BE CONSIDERED FOR THIS POSITION. FOR FURTHER INFORMATION PLEASE CONTACT LISA ALBERT IN THE HUMAN RESOURCES OFFICE (268-3701) OR BY E-MAIL: lalbert@msugf.edu

2. EMPLOYER: _____

JOB TITLE: _____

DUTIES: _____

3. EMPLOYER: _____

JOB TITLE: _____

DUTIES: _____

WHAT SKILLS AND ABILITIES DO YOU HAVE WHICH WOULD MAKE YOU A GOOD HELP DESK WORKER?

REFERENCES: LIST TWO PEOPLE YOU HAVE REQUESTED PROFESSIONAL REFERENCES FROM FOR THE HELP DESK WORKER POSITION (ONE LOCAL REFERENCE IF POSSIBLE) INCLUDING ADDRESS, PHONE NUMBER, AND RELATIONSHIP TO THE INDIVIDUAL.

1. NAME: _____ 2. NAME: _____

ADDRESS: _____ ADDRESS: _____

PHONE NUMBER: _____ PHONE NUMBER: _____

RELATIONSHIP: _____ RELATIONSHIP: _____

APPLICATION PROCEDURES: ONCE THIS FORM HAS BEEN COMPLETED AND YOU HAVE SENT YOUR REFERENCE FORMS TO THE ABOVE-LISTED REFERENCES, SUBMIT THIS FORM TO THE HUMAN RESOURCES OFFICE IN ROOM G38 AT THE MSU-GREAT FALLS CAMPUS. YOUR APPLICATION WILL BE HELD FOR THE CURRENT SCHOOL YEAR. IT IS YOUR RESPONSIBILITY TO UPDATE YOUR APPLICATION WHEN NECESSARY, WHICH YOU CAN DO IN WRITING AT THE HUMAN RESOURCES OFFICE.

I UNDERSTAND THAT I MUST BE A CURRENT STUDENT OF MSU-GREAT FALLS TO BE CONSIDERED FOR EMPLOYMENT, AND REMAIN A STUDENT FOR THE DURATION OF MY EMPLOYMENT. I ALSO VERIFY THAT THE ABOVE INFORMATION IS ACCURATE.

SIGNATURE: _____

DATE: _____

****PLEASE BE ADVISED: APPLICANTS WHO APPLY IN THE SUMMER WILL NOT BE INTERVIEWED/HIRED UNTIL THE FIRST OR SECOND WEEK OF FALL SEMESTER.**