Carnegie Mellon University

Student Employment Application

Applicant Information

Applicant name: _____

Last   First   Middle

Preferred name: _____

Andrew ID: _____ Phone #: _____

Currently enrolled at Carnegie Mellon? ☐ Yes ☐ No College: _____

Class level: ☐ First-Year ☐ Sophomore ☐ Junior ☐ Senior ☐ 5th Year ☐ Master ☐ Doctoral

Major: _____ Minor: _____

Anticipated graduation date: _____ Current QPA: _____

(QPA is optional. Note: Some positions require a minimum QPA.)

Are you currently employed on campus? ☐ Yes ☐ No

If yes, where? _____

How many hours per week? _____ Do you have Federal Work Study? ☐ Yes ☐ No

Position you are applying for? _____

See complete list of undergraduate and graduate hourly job profiles in the Student Employment Application Job Profiles Addendum or visit the CMUWorks website at *www.cmu.edu/cmuworks/students*. Department business titles may vary.

Work & Leadership Experience

Please list on and off campus experience (paid and unpaid).

Employer	Job title	Dates

Organization	Office held	Dates

Please list other skills and/or competencies applicable to this position:

Signature

Applicant signature: _____ Date: _____

I certify that the above information is accurate, I am in good university standing, and I agree to follow university and departmental policies and procedures.

Hiring Department Only

Returning student hire? ☐ Yes ☐ No

Position title: _____ Job profile: _____

Hourly rate of pay: _____ Average hours per week: _____

Start date: _____ End date: _____

Does this role require a secondary position to record off hours/premium hours worked as outlined in job profile 8033 and 7029? ☐ Yes ☐ No

If yes, what is the premium hourly rate of pay? _____

Supervisor name: _____ Department: _____

Workday supervisory org: _____

GL: _____ GM: _____
  (funding, function, activity, organization, entity)   (project, task, award)

Other comments:

Date entered by Dept. Initiator in Workday: _____