

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? _____

For a complete list, see [Undergraduate Student Hourly Job Profiles \[pdf\]](#) or [Graduate Student Hourly Job Profiles \[pdf\]](#). 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

Student Employment Application

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

Other comments:

Date entered by Dept. Initiator in Workday: _____