



Department of Residential Facilities  
 Facilities Student Employment Office  
 1205E Leonardtown Service Building  
 College Park, MD 20742  
 (301) 405-7440

**APPLICATION FOR STUDENT EMPLOYMENT**

This application will remain active for the entire academic year, including the summer provided that you, the applicant, revise your schedule each time it changes. A new application must be submitted at the beginning of each academic year.

DATE OF APPLICATION: \_\_\_\_\_ Semester(s) Plan To Work: Fall Spring Summer Year round  
 (please circle all that apply)

NAME: \_\_\_\_\_

LOCAL CAMPUS ADDRESS: \_\_\_\_\_

Local Phone \_\_\_\_\_ Cell Phone: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_

Home Phone \_\_\_\_\_

ACADEMIC STATUS: (circle one) High School FR SO JR SR GR

ACADEMIC MAJOR: \_\_\_\_\_ Estimated Date of Graduation: \_\_\_\_\_

**\*\*NOTE:** You must be enrolled at an U of MD Systems Campus to be eligible for employment in the Fall & Spring semester.

How did you hear about the position(s) or the Facilities Student Employment Office?  
 ( check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Job Fair                      | <input type="checkbox"/> You worked for Facilities before    |
| <input type="checkbox"/> Flier/Poster                  | <input type="checkbox"/> Friend                              |
| <input type="checkbox"/> Mailing                       | <input type="checkbox"/> University Staff                    |
| <input type="checkbox"/> Diamondback ads               | <input type="checkbox"/> Internet Job Referral/Career Center |
| <input type="checkbox"/> UM Shuttle                    | <input type="checkbox"/> Ritchie Marquee                     |
| <input type="checkbox"/> Frisbee (specify color) _____ | <input type="checkbox"/> Other (specify) _____               |

**POSITION APPLIED FOR:**

Use numbers to rank your preferences 1 being your first preference, 2 being your second preference, etc.

**Trades Positions**

- Carpentry Crew
- Carpet and Tile Crew
- Electro-Mechanical Crew
- Furnishings Crew
- Maintenance Crew
- Paint Crew
- Projects Crew

**Administrative/Office Positions**

- Employment Assistant (Spring only)
- Inventory Crew
- Service Center Staff\*

**Other Positions**

- Electronics Technician Assistant
- Other \_\_\_\_\_

\* requires evening, night, & weekend hours (all others require time during University office hours: 7:30-4:00, Mon-Fri)

**EMPLOYMENT HISTORY**

Have you worked for Residential Facilities before?  Yes  No

If so list the sections and dates you worked: \_\_\_\_\_

**PREVIOUS EMPLOYMENT RECORD:**

Please list the previous employment experiences beginning with the most recent.

Position: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Supervisor's Name & Phone: \_\_\_\_\_

Type of Duties and Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Position: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Supervisor's Name & Phone: \_\_\_\_\_

Type of Duties and Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Position: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Supervisor's Name & Phone: \_\_\_\_\_

Type of Duties and Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Position: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Supervisor's Name & Phone: \_\_\_\_\_

Type of Duties and Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**SPECIAL SKILLS:**

Do you have a valid driver's license?  Yes  No What State: \_\_\_\_\_

Describe any special skills you may have, such as artistic, clerical, computer, communication, mechanical, organizational, etc

I certify that all information provided on this application is true to the best of my knowledge. I further understand that furnishing false information could lead to termination of employment

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:

**Summer Applicants:**

**Do not complete this section if you are applying for only Fall and/or Spring positions**

Are you applying for full-time or part time employment?	Full Time	Part Time
If hired, would you plan to live on campus?	Yes	No
Are you available to work the entire summer?	Yes	No
Do you plan to enroll in any summer session classes?	Yes	No
If yes, how many credits? _____ When are classes?	Day	Evening