Application Date: select date here.

Student ID#: Student ID#

Name: Name

Local/Campus Address

Street/Residence Hall: Residence address

City: City State: State Zip code: Zipcode

Mobile Phone#: Mobile#

Permanent/Home Address

Street: Street

City: City State: State Zip code: Zipcode

Home telephone: Telephone#

SSU email address: SSU email address

*(a valid Salem State University email address is required)*

Year of Graduation: select year Present Class: Select class level

Major: Click here to enter Major

Minor: Click here to enter Minor

Have you ever worked at SSU? Department: Department

[ ]  **YES** [ ]  **NO** Supervisor: Supervisor

Work study student?

[ ]  **YES** [ ]  **NO**

**Provide two (2) previous employers/supervisors and a daytime phone number.**

**Can we contact your previous employers?** [ ]  **YES** [ ]  **NO**

 Company Name: Company

 Telephone: Telephone

 Supervisor: Supervisor

 Company Name: Company

 Telephone: Telephone

 Supervisor: Supervisor

Please complete the following:

**Skills and Knowledgebase YES NO**

|  |  |  |
| --- | --- | --- |
| Do you have a strong working knowledge of Windows 10? | [ ]  | [ ]  |
| Do you have a strong working knowledge of MS Office 2013, 2016? | [ ]  | [ ]  |
| Do you use your SSU e-mail regularly? | [ ]  | [ ]  |
| Do you know how to effectively search on the Internet? | [ ]  | [ ]  |
| Are you familiar with the SSU webpage? | [ ]  | [ ]  |
| Are you familiar with Navigator? | [ ]  | [ ]  |
| Do you have any leadership skills?(If yes, please give example): | [ ]  | [ ]  |
| Click here to enter example |  |  |
| Do you have any customer service experience?(If yes, please give example): | [ ]  | [ ]  |
| Click here to enter example |  |  |
| Do you have any telephone customer service experience?(If yes, please give example): | [ ]  | [ ]  |
| Click here to enter example |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Indicate your confidence level with the items below** | **Confident** | **Somewhat Confident** | **Not Confident** |
| PC laptops | [ ]  | [ ]  | [ ]  |
| MAC laptops | [ ]  | [ ]  | [ ]  |
| Windows 10 | [ ]  | [ ]  | [ ]  |
| MAC OS | [ ]  | [ ]  | [ ]  |
| Microsoft Office 2016 | [ ]  | [ ]  | [ ]  |
| Re-formatting computers | [ ]  | [ ]  | [ ]  |
| Wireless technologies | [ ]  | [ ]  | [ ]  |
| Customer Service | [ ]  | [ ]  | [ ]  |
| Answering Business phone lines | [ ]  | [ ]  | [ ]  |

|  |
| --- |
| **Please add any additional experience skills that may qualify you for this position.** |
| Click here to enter additional experience skills. |

**Schedule of your available hours** (enter the time frames you can work)

 Monday select time select time

 Tuesday select time select time

 Wednesday select time select time

 Thursday select time select time

 Friday select time select time

 Saturday select time select time

 Sunday select time select time

Are you available to work for the entire **2018-2019** academic year?[ ]  **YES** [ ]  **NO**

Select which job position(s) are you interested:

[ ]  **Repair Technician** [ ]  **Switchboard Operator** [ ]  **other** enter position

How were you referred to information technology services?

[ ]  **Friend** [ ]  **Website** [ ]  **Student Employment Office** [ ]  **Orientation**

**Be sure to include your lastname when saving this file and e-mail your completed application to** **itlabs@salemstate.edu**

**NOTE:** The Salem State University email address provided on this application will receive an email message within a few days only to confirm receipt. Completing an application does not guarantee an interview or a position.