



Illinois Wesleyan University School of Music

Student Job Application

Name _____ Date _____

IWU address _____

IWU phone _____ Alt./Cell phone _____

Major/Minor _____ FY SO JR SR

Work Study Award: Full Time (10 hrs/week) Part Time (5 hrs/week) Other None

Position Applying For: _____

Why are you interested in this position? _____

What strengths would you bring to this position? _____

Available: Fall Spring Both

Have you worked on campus before? _____

Position _____ Dept. _____ Supervisor _____

Why did you leave that job? _____

Brief description of responsibilities: _____

Do you currently have a job on campus? _____

Position _____ Dept. _____ Supervisor _____

Why are you looking for a different job? _____

Brief description of responsibilities: _____

Additional Work History – Starting with most recent, please list all previous non-campus employers. Attach a separate sheet of paper, if more space is required.

Employer _____ Type of Business _____

Supervisor _____ Phone Number _____

Dates worked from _____ to _____

Reason for leaving _____

Brief description of responsibilities: _____

Employer _____ Type of Business _____

Supervisor _____ Phone Number _____

Dates worked from _____ to _____

Reason for leaving _____

Brief description of responsibilities: _____

Employer _____ Type of Business _____

Supervisor _____ Phone Number _____

Dates worked from _____ to _____

Reason for leaving _____

Brief description of responsibilities: _____

Volunteer and extra co-curricular activities relative to the position applying for:

Skills:	<u>Yes</u>	<u>No</u>	<u>Yrs. Of Experience</u>	<u>Specific Program</u>
<u>Computer</u>				
MAC	_____	_____	_____	
PC	_____	_____	_____	
MS Word	_____	_____	_____	
MS Excel	_____	_____	_____	
Powerpoint	_____	_____	_____	
Internet Explorer	_____	_____	_____	
Finale	_____	_____	_____	
Sibelius	_____	_____	_____	
E-mail	_____	_____	_____	_____
Photoshop	_____	_____	_____	_____
Html/Web pages	_____	_____	_____	_____
Scheduling Program	_____	_____	_____	_____
Data entry	_____	_____	_____	_____
Other	_____	_____	_____	_____
<u>Office Equipment</u>				
Copier	_____	_____	_____	
Fax Machine	_____	_____	_____	
Multi Line Phone	_____	_____	_____	

List other skills or training that you feel is relative to this position:

How would your previous supervisor rate you on the following:
4 – Superior (Exceeds Expectations) 3 – Very Good (Consistently Meets Expectations)
2 – Acceptable (Satisfactory) 1 – Needs Improvement NA – didn't apply

Customer Service _____	Positive Attitude _____	Cooperation _____
Communication _____	Organization _____	Dependability _____
Integrity _____	Initiative _____	Quality of Work _____
Professionalism _____		

Please list 3 personal references that can attest to your work ethic and abilities.

<u>Name</u>	<u>Phone/E-mail</u>	<u>Relationship</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

The information I have provided on this application is true and correct to the best of my knowledge. I authorize Illinois Wesleyan University's School of Music to contact my previous employers and references which I have provided. I agree to abide by all rules and ethical standards required for this position.

Applicant Signature

Date

Please Note: Certain Positions require additional materials to be submitted at the same time as an application. Please refer to the job description for additional details.

Please remit application materials to:

Stephanie Kohl Ringle
Operations Coordinator
School of Music
Illinois Wesleyan University
P.O. Box 2900
Bloomington, IL 61703