

UIC STUDENT DEVELOPMENT SERVICES

Positions Application

INSTRUCTIONS: Please print or type all information clearly and legibly. Completed applications must be submitted **electronically** to orhelp@uic.edu. **For efficient communication, you are asked to have an active e-mail account in which to receive additional information throughout the process. Lastly, please submit an electronic copy of your resume.**

POSITION YOU ARE APPLYING FOR:

_____ General Office Aide

_____ Orientation Reservationist

_____ Graduate Assistant

___X___ Orientation Leader

_____ Senior Orientation Leader

_____ Business Associate

PERSONAL DATA

Name: _____
Last First Middle

University Identification No. (blue I-card number): _____

Local Phone: _____ Permanent Phone: _____

E-mail: _____

Permanent Address: _____
Number and Street City, State Zip Code

Local Address: _____
Number and Street City, State Zip Code

Class (Freshman, Sophomore, etc.): _____ College: _____

Major/Minor: _____

Are you eligible for Federal Work Study? _____ Anticipated Graduation Date: _____

Other Non-UIC Colleges/Schools Attended (please include dates): _____

Are you authorized to work in the United States of America? Y / N

Please note: If hired, documentation and a valid Social Security Number will be needed. (a list of acceptable documentation will be provided)

EMPLOYMENT EXPERIENCE

If previous employer was a UIC department please provide department name, contact person and phone number.

Are you currently employed? _____ If so, how many hours per week? _____

Employer: _____
Name and Title Company (Department Name if UIC)

Address: _____
Number and Street City, State Zip Code

Phone: _____ Duties: _____

EXTRACURRICULAR ACTIVITIES

Please list any student organizations and activities, honor societies, community services or volunteer experiences with which you have been involved through the present time and describe your level of participation. (Use an additional sheet, if necessary).

PERSONAL STATEMENT

Why do you want to work for Student Development Services? (Use an additional sheet, if necessary).

Please describe one leadership opportunity you've had that prepared you for a position with Student Development Services. (Use an additional sheet, if necessary).

REFERENCES

Check one of the waiver lines and sign each of the reference forms. Deliver one of your reference forms to a non-relative who knows you well enough to write of your skills, abilities and experiences. **A UIC faculty/staff member must complete the other reference form.** Please have your references to submit their recommendations directly to Student Development Services, 1200 West Harrison, Suite 1600 Student Services Building, M/C 320, Chicago, IL 60607, FAX 312-996-3101. ***If you choose to hand-deliver your letters with your completed application, please instruct your reference to place said form into a marked envelope, seal it, and sign across the seal.*** Below, list your references' name and telephone number.

Name: _____ Phone: _____

Name: _____ Phone: _____

All information is true and accurate and I give Student Development Services permission to verify my records for academic, disciplinary standing, and enrollment status at the University of Illinois at Chicago.

Signature (required): _____ Date: _____