

Illinois Wesleyan University School of Music

Student Job Application



ILLINOIS WESLEYAN

Name: _____ Date: _____

IWU Address: _____ Email: _____

Phone: _____ Alt. Phone: _____

Major/Minor _____ Freshman Sophomore Junior Senior

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

Position Applying For: _____

Availability: Fall Spring Both

Have you worked on campus before? Yes No

Position: _____ Dept.: _____ Supervisor: _____

Why did you leave that position?

Brief description of responsibilities:

Do you currently have a job on campus? Yes No

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. If more space is required, attach a separate sheet of paper.

Employer _____ Type of Business: _____

Supervisor _____ Phone: _____

Dates Employed (M/Y): _____ to _____

Reason for Leaving _____

Brief description of responsibilities: _____

Employer _____ Type of Business: _____

Supervisor _____ Phone: _____

Dates Employed (M/Y): _____ to _____

Reason for Leaving _____

Brief description of responsibilities: _____

Employer _____ Type of Business: _____

Supervisor _____ Phone: _____

Dates Employed (M/Y): _____ to _____

Reason for Leaving _____

Brief description of responsibilities: _____

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

Do you have skills with the following computer programs:

- MAC Yes No
- PC Yes No
- MS Word Yes No
- Finale Yes No
- Sibelius Yes No

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

How would your previous supervisor rate you on the following:

4 –Exceeds Expectations 3 – Consistently Meets Expectations 2 – Satisfactory 1 – Needs Improvement

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

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

Name	Phone and Email	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

I affirm that 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.

Signature

Date

Please submit application materials to: Jane Smolen
Administrative Specialist V
Illinois Wesleyan University – School of Music
1210 Park Street, Presser 112
Bloomington, IL 61701