THE UNIVERSITY OF MARYLAND EASTERN SHORE
PRINCESS ANNE, MARYLAND 21853-1299

Office of Human Resource Management ***Phone - (410) 651 – 6400***

APPLICATION FOR STUDENT WORKSHIP EMPLOYMENT

Last Name **First** **Middle**

Address (Home)

City **State** **Zip Code**

Address (Campus)

City **State** **Zip Code**

Phone Number (Home) **E-Mail Address** **Phone Number (Campus)**

A Social Security Number will be required at the time a contract is signed. **Do you have a social security number?** **Yes or No**	**U.S. Citizen? Yes - No** **Indicate visa: Class:** **_____** **Number:** **_____**	**Are you a UMES Student: Yes or No (Circle One) Full or Part-time** **Major:_____** **Classification: (Circle One)** **Freshman** **Senior** **Sophomore** **Graduate Student** **Junior** **Transfer**	**Semester Desired:** **Fall: ___** **Spring: ___** **Summer: __**

What is your preferred department? 1st Choice _____ 2nd Choice _____ or Any Available _____

Hours per week available: Fall ___ Spring ___ Summer ___ (Maximum number of hours = 20 if a Fulltime Student. Any student registered for twelve or more credit hours is considered fulltime). Credit hours for current semester:

Are you a student athlete? Yes __ No___ . If yes, please check with the Office of Financial Aid. If hired under the WorkShip Program, NCAA regulations may reduce your athletics grant-in-aid.

Please circle all skills you currently possess:

Typing, indicate (wpm) ____	**Bookkeeping**	**Database**
Data Entry	**Excel**	**Microsoft Publisher**
Library Research	**Microsoft Word**	**Other: _____**
Lab Research	**Microsoft Access**	
Filing	**Power Point**	

If your answer is "Yes" to any of the following questions, explain in box below.

		Yes	No
a.	Have you ever worked for the University or the State of Maryland?	___	___
b.	Have you ever been convicted in court for other than a misdemeanor or a minor traffic violation?	___	___
c.	Are you under 18 years of age?	___	___

The University of Maryland actively subscribes to a policy of equal employment opportunity and will not discriminate against any employee or applicant because of race, age, physical or mental disability, marital status, religion, national origin or political affiliation. UMES encourages persons with disabilities to apply. In addition, the University is required by Title IX of the Education Amendments of 1972 not to discriminate in employment on the basis of sex.

Under Maryland law an employer may not require or demand any applicant for employment or any employee to submit to a polygraph, lie detector or similar test or examination as a condition of employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed $100.

I certify that all information on this application is accurate and recognize it is subject to verification and that my employment and/or continuance thereof may be contingent upon its accuracy. I also understand that, if hired, I will be required to start at the base salary level unless otherwise stipulated or provided for by University Personnel Policy or Rule.

_____ _____

Signature of Applicant **Date**

FOR HUMAN RESOURCES USE ONLY	

Revised November 11, 2013