



SACRAMENTO STATE

Information Resources & Technology

Student Assistant Applicants

Thank you for your interest in our department. Before taking the time to fill out an application for an IRT student assistant position, we would like to inform you what it is like to work within IRT and what we are looking for in our student assistants.

Student assistant positions are sought after part-time positions, allowing Sacramento State students the opportunity to work on campus for up to 20 hours a week. All positions are customer service oriented, with an emphasis on team work, and the opportunity to work on individual projects.

The students we hire ensure that customers leave satisfied with the service they received. The ability to communicate well with faculty, staff, students and co-workers is essential to all positions. Great student assistants are students who are punctual, critical thinkers, and capable of multi-tasking.

For further descriptions and requirements of specific student assistant positions within IRT, go to: <http://www.csus.edu/irt/studentemployment/>.

Working for IRT is rewarding. On campus jobs allow students to gain needed job experience, work hard, and learn new skills without conflicting with their education.

*If you are interested in working as a student assistant for IRT fill out the following application completely. **Note:** Incomplete applications will not be considered.*

IRT student assistant applications are held and considered for six (6) months. After the six months, a new application must be submitted. If you do not hear from us via email or have any questions or concerns, you may contact the following IRT groups:

- Administrative Office: uccs-fo1@saclink.csus.edu
- Classroom and Lab Services: labsupport@csus.edu
- Help Desk: irt-emp@saclink.csus.edu
- Student Technology Center: stc@csus.edu

Due to the high volume of interested applicants, we are unable to meet individually to discuss application status. All inquiries should be submitted via email.



SACRAMENTO STATE

Information Resources & Technology

Student Assistant Employment Application

Help Desk Use Only:

Assistant (Print):

Copies made:

Delivered to Dept:

A. PERSONAL INFORMATION:

Name: _____
Last First Middle

Address: _____
Street Number APT #

_____ City State Zip Code

Cell Phone: (____) ____-____ Home Phone: (____) ____-____

Birth Date: __/__/__ Email address: _____

Time Stamp

SaLink ID:

GPA:

Class Level:

Major:

Graduation Date:

B. EMERGENCY CONTACT:

Name: _____ Address: _____

Cell Phone: (____) ____-____ Home Phone: (____) ____-____

C. POSITION DESIRED:

Help Desk Classroom & Lab Services Administrative Office Other:

D. SKILLS:

Provide skills related to the position applying for (e.g., computer courses/training/relevant certification):

List names of application/operating system experience you have:

E. EMPLOYMENT:

Begin with the most recent employer. List any employment, volunteer or unpaid work experience in the last 5 years. You may list your last three or most applicable employers.

Employer: _____
Address: _____
Supervisor's Name: _____ Phone: (____) ____ - _____

Dates Employed:
From: _____ To: _____

Reason for leaving:

May we contact this employer? YES NO

Position Title/Duties:

Employer: _____
Address: _____
Supervisor's Name: _____ Phone: (____) ____ - _____

Dates Employed:
From: _____ To: _____

Reason for leaving:

May we contact this employer? YES NO

Position Title/Duties:

Employer: _____
Address: _____
Supervisor's Name: _____ Phone: (____) ____ - _____

Dates Employed:
From: _____ To: _____

Reason for leaving:

May we contact this employer? YES NO

Position Title/Duties:

F. REFERENCES:

List three school, business, or personal references (non-relative) that you give permission for us to contact.

Name: _____
Phone: (____) ____ - _____

Relationship: School Business Personal
How long? _____

Name: _____
Phone: (____) ____ - _____

Relationship: School Business Personal
How long? _____

Name: _____
Phone: (____) ____ - _____

Relationship: School Business Personal
How long? _____

G. MISCELLANEOUS:

1. Have you ever been convicted of a crime? (answering Yes will not affect your chance of employment)
 Yes No If Yes, explain: _____

2. Have you been previously employed by IRT? Yes No
If Yes, give position, date of employment and reason for leaving: _____

3. Are you authorized to work in the United States? Yes No
4. Are you an International Student? Yes No
5. Describe a situation in which you provided excellent customer service: _____

6. Briefly describe how your experience, education, aptitudes, and interests relate to this position: _____

PLEASE REVIEW AND SIGN:

I hereby certify that the information contained in this application is true and correct to the best of my knowledge, and I agree to have any information verified by IRT unless I have indicated otherwise. I authorize the references listed above, as well as all other individuals whom IRT contacts, to provide the IRT any and all information concerning my previous employment and any other pertinent information that they may have. I release all parties and persons from any and all liability for any damages that may result from furnishing such information to IRT as well as from the use or disclosure of such information by IRT or any of its agents, employees or representatives. I understand that any misinterpretation, falsification or material omission of information on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment.

In consideration of my employment, I agree to conform to the rules and standards of IRT. I further agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of IRT.

I also understand that all offers of employment are conditioned on IRT's receipt of satisfactory responses to reference requests and the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States.

Applicant Signature

Date

For Official Use Only

Application Processed: <input type="checkbox"/> Emailed: <input type="checkbox"/>	Called for Interview Date: ___/___/___ <input type="checkbox"/> Left Message <input type="checkbox"/> Left Message SSN: ___-___-___	Interview Date and Time: ___/___/___ _____ AM/PM	Hired Date: ___/___/___ PTF Completion Date: ___/___/___	Training Date: ___/___/___ Termination Date: ___/___/___
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H. HOURS AVAILABLE:

Provide your schedule of availability below. Students are allowed to work up to 20 hours per week on campus.

Fall 20____
 Spring 20____

Official Schedule
 Unofficial Schedule

Preferred # of hours:

Please highlight in the boxes below to indicate which hours you are willing to work:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00am							
7:00am							
8:00am							
9:00am							
10:00am							
11:00am							
12:00pm							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
6:00pm							
7:00pm							
8:00pm							
9:00pm							
10:00pm							
11:00pm							
12:00am							