



## Student Employment Job Application

- Work Study  
 Regular Wage

Student Affairs Technology  
LBJ Student Center, room 4-14.1  
PH: (512) 245-3663 FAX: (512) 245-1769  
Email: satech@txstate.edu

### APPLICANT INFORMATION

Full Name: \_\_\_\_\_ TxState PLID: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Local Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Student Status: \_\_\_\_\_

(i.e. full-time junior; part-time senior, full-time graduate, etc.)

When do you expect to graduate? \_\_\_\_\_

### Prepare a one-page resume and include the following information:

- All previous work experience including all jobs and dates of employment, duties and responsibilities, your supervisor's name and telephone number
- Degree enrolled in and hours completed or degree completed (graduate of) and major/minor
- Names, addresses, and telephone numbers of three references

### Please check all skills that you have through training and/or prior work experience:

- |  |   |
|--|---|
| <input type="checkbox"/> Accounting (Quicken, QuickBooks)                              | <input type="checkbox"/> Adobe Acrobat Professional                     |
| <input type="checkbox"/> Windows operating systems                                     | <input type="checkbox"/> Customer Service skills                        |
| <input type="checkbox"/> Microsoft Excel   | <input type="checkbox"/> AV Equipment                                   |
| <input type="checkbox"/> Microsoft Word  | <input type="checkbox"/> Telephone skills                               |
| <input type="checkbox"/> Microsoft Visio   | <input type="checkbox"/> Dreamweaver MX                                 |
| <input type="checkbox"/> Windows Publisher   | <input type="checkbox"/> Fireworks MX                                   |
| <input type="checkbox"/> Microsoft Power Point   | <input type="checkbox"/> Flash MX                                       |
| <input type="checkbox"/> Microsoft Outlook   | <input type="checkbox"/> Photoshop                                      |
| <input type="checkbox"/> Microsoft Access  | <input type="checkbox"/> FTP Clients                                    |
| <input type="checkbox"/> Relational DB/Oracle  | <input type="checkbox"/> Printer setup and troubleshooting              |
| <input type="checkbox"/> Networking  | <input type="checkbox"/> Installation of Hardware and External Devices  |
| <input type="checkbox"/> Good written and oral Communication skills                    | <input type="checkbox"/> Organizational skills                          |
| <input type="checkbox"/> Create & update Images using Symantec Ghost                   | <input type="checkbox"/> Troubleshoot, Diagnose & Find Solutions for PC |
| <input type="checkbox"/> HTML, ASP, JAVA and VB programming                            | <input type="checkbox"/> Hardware & Software problems                   |
| <input type="checkbox"/> Ability to work in a team environment as well as unsupervised | <input type="checkbox"/> Provide technical support to end users         |
|  | <input type="checkbox"/> Train end users on application software        |

**Additional Questions (please be specific and answer these questions completely)**

1. Available days and work hours per day?
  
2. What formal instruction have you taken which required computer use? (Provide the name of the course and where and when you took it. Describe how you used the computer and how often).
  
3. What experience have you held which required computer use? Explain how you used a computer in this experience and how often.
  
4. Summarize your qualifications as they relate to the required skills and qualifications required for the internship category you selected.
  
5. Describe your career goals.
  
6. Please list any computer programming languages in which you are skilled:
  
7. Please indicate any other skills and additional information you think may be relevant to the position for which you are applying, not listed above:

Print applicant's name: \_\_\_\_\_ Dated: \_\_\_\_\_

Signature: \_\_\_\_\_