



**K-State Alumni Association  
Employment Application**

100 Alumni Center Manhattan, Kansas 66506-1001 | [alumni@k-state.com](mailto:alumni@k-state.com)

Phone: 785-532-6260 Fax: 785-532-5068

Complete this document and return it, along with a resume, to [lchard@k-state.com](mailto:lchard@k-state.com) or in person at the K-State Alumni Center.

(PLEASE print or enter electronically)

**JOB TITLE: STUDENT WORKER: Alumni Center**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DAY PHONE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Are you known to employers/references/schools by another name?  
If yes, name \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

Information regarding conviction record will not necessarily bar an applicant from employment, individual circumstances will be considered relative to the job sought.

**Educational Background:**

	Institution and City, State	Degree or Certificate Attained	Major Area of Study	Credit Hours or Academic Years Completed
High School/GED				
Vocational, Technology, Business School				
College/University				
Other Education				

**Other experiences:** Please describe here any other related professional certifications, honors, special skills, qualifications, or experiences not mentioned elsewhere.

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**Computer skills (name software):** \_\_\_\_\_

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**References:** List three professional, job-related contacts regarding your present and past work performance.

Name _____  Your Supervisor? Yes ___ No ___	Occupation _____ Organization _____	Mailing Address _____ _____ Phone (Day) _____
Name _____  Your Supervisor? Yes ___ No ___	Occupation _____ Organization _____	Mailing Address _____ _____ Phone (Day) _____
Name _____  Your Supervisor? Yes ___ No ___	Occupation _____ Organization _____	Mailing Address _____ _____ Phone (Day) _____

***DAYS/HOURS AVAILABLE TO WORK***

<b><i>Monday</i></b>	<b><i>Tuesday</i></b>	<b><i>Wednesday</i></b>	<b><i>Thursday</i></b>	<b><i>Friday</i></b>	<b><i>Saturday</i></b>	<b><i>Sunday</i></b>

I hereby grant permission to the K-State Alumni Association to contact each of my references (listed above) concerning my qualifications for employment. Permission is also granted to each of my references to give the K-State Alumni Association information they may have with respect to my work experience with them.

I affirm that the facts set forth above in my application for employment are true, correct and complete to the best of my knowledge. I understand that the K-State Alumni Association may verify any information provided by me in the employment process; and that incomplete information or omission of my signature is just cause for rejection of my application.

I understand and agree that, if hired, my employment would be contingent upon conditions specific to the position for which I am applying. I also understand and agree that employment with the K-State Alumni Association is "at will" and therefore, does not imply a contract for employment.

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Signature

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Date