

SCHOOL OF ENVIRONMENTAL AND BIOLOGICAL SCIENCES
OFFICE OF SPECIAL PROGRAMS
Office Assistant (OA)/(Workstudy) Employment Application

Date: ___/___/20__

Personal Data

Name (Last, First, Middle) _____

RU ID# ___-___-___ SS# ___-___-___ Cell Phone _____

Semester you are applying for: [] Spring 20__ [] Summer 20__ [] Fall 20__

Permanent Address: _____

School Address: _____

City _____

City _____

State _____ Zip Code _____

State _____ Zip Code _____

Home Phone _____

School Phone _____

Email Address _____

Email Address _____

Emergency Information:

Contact Name _____

Phone Number _____

Employment History & References:

Attach additional sheets if necessary.

Employer Reference _____ Length of Employment _____

Phone _____ City _____ State _____ Zip Code _____

Title / Duties _____

Employer Reference _____ Length of Employment _____

Phone _____ City _____ State _____ Zip Code _____

Title / Duties _____

Employer Reference _____ Length of Employment _____

Phone _____ City _____ State _____ Zip Code _____

Title / Duties _____

Name

Education Record Information

Major _____

Cumulative GPA: _____

Anticipated Graduation Date: _____ 20__

College: SEBS ___ SAS ___ Affiliate _____

To be an employee at the School of Environmental and Biological Sciences Office of Special Programs, you must be a full time matriculated student at Rutgers University with a minimum cumulative grade point average of 2.0 is required and must be maintained to continue employment within our office. All Office Assistants must have a Federal Workstudy grant for the semester in which they are applying.

Additional Information

Do you have any physical or mental disability that may limit your performance in the job you are applying for? Yes ___ No ___ If yes, what can be done to accommodate your limitation?

Why do you want to work in the OSP Office?

Please list any special skills you have (i.e. computer skills)

By signing and submitting this application, I am certifying the above information to be true.

Applicant's Signature: _____

Date: ___/___/20____

Please direct all questions and completed applications to:

**Mrs. Neuvia Wallace-Davis
Administrative Assistant/Workstudy Coordinator for Special Programs
88 Lipman Drive, Martin Hall, Room 221
New Brunswick, NJ 08901-8525
(732) 932.3000 x532 [p]/(732) 932.0689 [f]
wallace@aesop.rutgers.edu**