



## Nova Southeastern University

3301 College Avenue  
Fort Lauderdale, FL 33314  
(954) 262-8457  
Student Employment Application

### Section I. Personal Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Preferred name: \_\_\_\_\_ alternative phone #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ NSU ID: \_\_\_\_\_

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

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

NSU E-mail Address: \_\_\_\_\_ alternative: \_\_\_\_\_

Do you live in NSU Residential Halls:  if yes which hall \_\_\_\_\_ Room Number \_\_\_\_\_

In case of emergency notify: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency person's relationship to you: \_\_\_\_\_

Are you a U.S. Citizen?  Yes  No      Are you a permanent resident?  Yes  No

If you are an international/ foreign student, you must present your passport, I-94, I-20, and a social security card. In addition, you are required to sign the following Foreign Student Employment Certification: permanent residence (present Alien registration), US Citizen (Birth Certificate, drivers license and social security card).

# Foreign Student Employment Certification

I understand that if employed, I may work an absolute maximum of twenty hours per week during periods of enrollment and thirty-seven and one-half hours during scheduled breaks. I understand that I must have a social security number before I may begin employment, and that I may not displace an American citizen through my employment.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student ID # issued by NSU

## Section II. Academic Information

Indicate your current academic status:

*Undergraduate*

- Freshman (0-30 credits earned)
- Sophomore (31-60)
- Junior (61-90)
- Senior (91-120)

*Graduate*

- Master's or Higher
- Law
- Non-Degree Seeking

Major/program: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Dual Majors: \_\_\_\_\_ Minors/concentration: \_\_\_\_\_

NSU Cumulative GPA: \_\_\_\_\_ which NSU school do you attend: \_\_\_\_\_

Indicate the number of academic credits you will register for this year:

\_\_\_\_\_  
Fall credits

\_\_\_\_\_  
Winter credits

\_\_\_\_\_  
Summer Credits

I attend classes (check all that apply):  During the day  During the evening  On the weekends  Online

Have you ever studied abroad:  Yes  No Have you ever been an intern:  Yes  No

If yes what was the experience like: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **Section III. Employment Information**

Office machines and technical apparatus you can operate:

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Have you ever been employed by Nova Southeastern University?  Yes  No

If yes: Location: \_\_\_\_\_ Dates: \_\_\_\_\_

What did you enjoy about this job: \_\_\_\_\_

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What did you like least about this job: \_\_\_\_\_

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What was your reason for leaving: \_\_\_\_\_

Indicate the number of hours per week you would like to work:

Less than 10  10-15  15-20  25 (FWS only)

Date you can begin work: \_\_\_\_\_ Do you own a car?  Yes  No

Are you interested in summer employment?  Yes  No

Have you received a Federal Work- Study Award from the Office of Student Financial Aid?

Yes If yes how much \_\_\_\_\_  No

List any extracurricular involvements, special interests, or leadership experiences that will enhance your effectiveness as a Radio X staff member (i.e. community service, clubs, organizations, and hobbies):

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## **Section IV. Employment Experience**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Dates Employed: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Salary/hourly rate: Start \_\_\_\_\_ Final \_\_\_\_\_

Telephone #: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

What did you enjoy about this job: \_\_\_\_\_

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What did you like least about this job: \_\_\_\_\_

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Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Dates employed: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Salary/Hourly rate: Start \_\_\_\_\_ Final \_\_\_\_\_

Telephone #: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

What did you enjoy about this job: \_\_\_\_\_

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What did you like least about this job: \_\_\_\_\_

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## **Section V. References**

Choose people who have worked with you or supervised you in an employment, academic, or volunteer setting.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

How long have you known this person: \_\_\_\_\_

In what capacity do you know this person: \_\_\_\_\_

Can we contact this person:  Yes  No If not, why: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

How long have you known this person: \_\_\_\_\_

In what capacity do you know this person: \_\_\_\_\_

Can we contact this person:  Yes  No If not, why: \_\_\_\_\_

## **Personal Statement**

Briefly discuss who makes up your support system (i.e. family, community, church, and teachers).

Being a Radio X staff member is a huge responsibility. Briefly discuss why you believe you would be a valuable member of our team.

What do you believe are your strengths and weaknesses (i.e. self motivator or procrastinator)?

What is your perception of the role of a Radio X staff member?

Radio X staff members work together as a team. Please describe a situation in which you had to work as a team member. Please include any pros and cons to working in a team.

Radio X is looking for fun people who have the ability to laugh at themselves. Please describe a situation where you had to laugh at yourself.

Being a Radio X staff member requires an openness towards appreciation of a variety of music, and a willingness to DJ a show with music not necessarily reflective of one's personal preference. Please tell us about the type of music groups and music you listen to.

What else if anything would you like us to know?

# NSU Student Involvement

## Clubs and Organizations

Do you belong to one or more of NSU's clubs or organizations: yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which ones: \_\_\_\_\_

\_\_\_\_\_

We would like to know which position you hold within each of the organizations you belong to. Please indicate whether you are the president (P), Vice President (VP), Treasure (T), Secretary (S), Committee Chair (CC), or General Member (GM) for the groups you participate in.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Service/Volunteerism

Have you participated in any of the volunteer opportunities provided by the Office of Student Leadership and Civic Engagement (i.e. Senior Prom, Civic Engagement Board, Alternative Spring Break, etc):

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, which \_\_\_\_\_

\_\_\_\_\_

Student Union Board (SUB): SUB provides interested students with the opportunity throughout the school year to attend various trips (i.e. Snorkeling, horseback riding, surfing, everglades, etc.).

Have you ever attended one or more of the trips offered by SUB: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes which: \_\_\_\_\_

## Leadership Programs

Have you participated in any of NSU Leadership Programs: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please check all that apply:

Emerging Leaders (EL) \_\_\_\_\_, Academy of Servant Leaders (ASL) \_\_\_\_\_, Fall Leadership Conference (FC) \_\_\_\_\_, Diversity Summit \_\_\_\_\_, Leadershape \_\_\_\_\_, Other \_\_\_\_\_

Are You an Athlete: Yes \_\_\_\_\_ No \_\_\_\_\_ if yes, which sport: \_\_\_\_\_ which

Position do you hold on the team: \_\_\_\_\_

