

# Application for Graduate Assistantship

SAINT FRANCIS UNIVERSITY

LORETTO, PA 19540

(814) 472-3000

Saint Francis University, inspired by its Franciscan and Catholic identity, values equality of opportunity, human dignity, racial, cultural and ethnic diversity, both as an educational institution and as an employer. Accordingly, the University prohibits and does not engage in discrimination or harassment on the basis of race, color, religion, sexual orientation, national origin, sex, age, disability or status as a veteran or disabled veteran or any other protected classification. The University is committed to this policy based upon its values and in compliance with federal and state laws. This policy applies to all programs and activities of the University, including, but not limited to, admission and employment practices, educational policies, scholarship and loan programs and athletic or other University sponsored programs. Inquiries or complaints may be addressed to the University's Director of Human Resources/Affirmative Action/Title IX Coordinator, Saint Francis University, Loretto, PA 15940 (814) 472-3264. For other University information, call (814) 472-3000. Revised January 1, 2007.

(PLEASE PRINT)

Date of Application \_\_\_\_\_

Please check the area(s) you would be interested in obtaining an assistantship:

- Academic Department (*MBA, Education, PA, Chemistry, etc.*)  
 Admissions  
 Advancement  
 Advising and Retention  
 Athletics (*Coaching Assistant*)  
 Athletics (*Sports Information, Student-Athlete Development, etc.*)  
 Center of International Education and Outreach  
 CERMUSA (*Center of Excellence for Remote & Medically Under-Served Areas*)  
 Human Resources Office  
 Institutional Research  
 IT Services  
 Multicultural Awareness  
 Renewable Energy Center  
 Small Business Development Center  
 Student Development Division (*Career Services, Residence Life, Student Life, etc.*)  
 Writing Center  
 Other (*Please specify:* \_\_\_\_\_)

Referral Source:  Advertisement     Friend     Employee     Walk-in  
 Internet     Other \_\_\_\_\_

Name \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

Address \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address \_\_\_\_\_

May we contact you?  Yes  No    If yes, give number and best time to call:  
(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
TIME

Have you ever been employed here before?  Yes  No    If yes, give date(s) \_\_\_\_\_

Have you ever been a student here before?  Yes  No    If yes, major/graduation date(s) \_\_\_\_\_

Are you employed now?  Yes  No    May we contact your present employer? \_\_\_\_\_

Have you been convicted of a felony within the last 7 years?  Yes  No

(Conviction will not necessarily disqualify applicant from employment)

If yes, please explain  
\_\_\_\_\_

# Education

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Intended Graduate Major at Saint Francis University? Check one:

- Master of Business Administration
- Master of Education
- Master of Human Resource Management
- Master of Medical Science

Have you applied for admission into the intended graduate program?

Yes  No

Is so, have you been accepted?

Yes  No

How long do you anticipate completion of your graduate degree? \_\_\_\_\_

	High School	Undergraduate College/University	Graduate/Professional
School Name:			
Diploma/Degree:			
Describe Course of Study:			

Honors Received:

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State any additional information you believe may be helpful to us in considering your application (computer knowledge, past experiences, certifications, teaching/coaching experience, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What semester would you be available to work?  Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_  
YEAR YEAR YEAR

**Please return completed application to the following address:**

Career Services Office  
 Saint Francis University  
 P.O. Box 600, 302 Scotus Hall  
 Loretto, PA 15940-0600  
 Fax: (814) 472-3889

If you have any questions, please contact Career Services at (814) 472-3019 or [careerservices@francis.edu](mailto:careerservices@francis.edu) .

# Employment Experience

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Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

1. Employer	From	To	Work Performed
Address			
Job Title			
Supervisor			
Phone Number			
Reason for Leaving			
2. Employer	From	To	Work Performed
Address			
Job Title			
Supervisor			
Phone Number			
Reason for leaving			

If you need additional space, please continue on a separate sheet of paper.

## Special Skills and Qualifications

Summarize special skills and qualifications from employment or other experience : \_\_\_\_\_

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## References (3)

Give name, address and telephone number of three references who are not related to you (work supervisors, professors, advisors).

Name                                      Address                                      Telephone                                      Years Known

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# **Essay**

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We are interested in your ability to organize and express thoughts on a specific topic in a succinct manner. Please select one of the following topics and write an essay in the space provided on this page.

1. The Most Important Qualities of a Graduate Assistant
2. The Value of a Graduate Education in Today's Society
3. My Personal Career Goals and Aspirations
4. The Impact of Attending a Franciscan Institution

## **Applicant's Statement**

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I release from any liability all representatives of the University for their acts performed in good faith in connection with evaluating me and my credentials. I understand that this application is not intended to be a contract of employment; however, it does signify my willingness to appear for interviews in regard to my application.

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Signature of Applicant

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Date