

Application for Graduate Assistantship

SAINT FRANCIS UNIVERSITY

LORETTO, PA 15940

(814) 472-3019

Effective May 2017:

Saint Francis University does not discriminate on the basis of gender, gender identity, age, race, color, ethnicity, religion, sexual orientation, marital status, disability, pregnancy status, veteran status, predisposing genetic characteristic or any protected classification. 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. The following person has been designated to handle inquiries regarding the University's non-discrimination policy: Jeffrey Savino, Vice-President, Finance & Administration Division, Title IX Coordinator, Raymond Hall 101, 814.472.3260 or jsavino@francis.edu. Read our full Equal Opportunity, Nondiscrimination, Harassment, Sexual Misconduct, Stalking and Relationship Violence Policy at www.francis.edu.

(PLEASE PRINT)

Date of Application _____

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

- Academic Department (*School of Business, School of Health Sciences, etc.*)
 Advancement
 Advising and Retention
 Athletics (*Coaching Assistant*)
 Athletics (*Sports Information, Student-Athlete Development, etc.*)
 Campus Ministry
 Center for Service and Learning
 International Student Programs
 Office of Study Abroad
 Science Outreach Center
 Small Business Development Center
 Student Development Division (*Career Services, Residence Life, Center for Student Engagement, etc.*)
 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

Intended Graduate Program at Saint Francis University? Check one:

- Master of Business Administration
- Master of Education
- Master of Human Resource Management
- Master of Medical Science
- Master of Health Science
- Master of Cancer Care
- Master of Nursing
- Master of Physician Assistant Science
- Master of Occupational Therapy
- Doctor of Physical Therapy

Have you applied for admission into the intended graduate program?

Yes No

How long do you anticipate completion of your graduate degree? _____

Is so, have you been accepted?

Yes No

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

Honors Received:

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:

Careerservices@francis.edu
 Career Services Office, Saint Francis University
 P.O. Box 600, Scotus Hall 323
 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.

Employment Experience

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 : _____

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

Essay

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.

Signature of Applicant

Date