

Human Resources
Student Assistant Application

Date: _____

Name: _____ Student Status: F _ S _ Jr _ Sr _

Local Address: _____

Phone: (____) _____ E-mail: _____ Major: _____

Do you have work study? Yes _ No _ Is so, how many hours can you work? ____

Skills: (please check)

☐ Data Input
☐ Multi-Line Telephone
☐ Receptionist Duties

Computer (List Programs)

What do you like to do in your spare time? _____

Do you consider yourself a morning or evening person? _____

Briefly describe yourself: _____

Why do you think you would like to work in HR? _____

Why do you feel you would be a good fit in our office? _____

If not already provided, please list or provide a copy of your class schedule:

Are you available and interested in working during the summer? _____

Grand Valley State University is committed to assisting all members of our community in providing for their own safety and security. The Annual Security and Fire Safety Report is available on the Grand Valley State University Police Department website at www.gvsu.edu/gvpd/. If you would like to receive a printed copy of the Annual Security and Fire Safety Report, you can stop by the Facilities Service Building or you can request a copy be mailed to you by calling (616)-331-3255. The report contains information regarding campus security and personal safety including topics such as: crime prevention, fire safety, university police law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. The report also contains information about crime data for three previous calendar years. Statistics include reported crimes that occurred on the campus, in certain off-campus buildings or property owned or controlled by GVSU and on public property within or immediately adjacent to and accessible from the campus. This information is required by law and is provided by the Grand Valley State University Police Department.