



APPLICATION FOR STUDENT EMPLOYMENT

Facilities Management Services

3434 S. Grand Avenue, CDF 152

Los Angeles, 90089-3161

(213) 740-2374

recruitment@fms.usc.edu

Name _____ Today's Date _____
Last First M.I.

Address _____ Phone #: _____ E-mail: _____
Number Street

City _____ State _____ Zip _____

Position Applying for: _____ Do you have work study? _____

If you are under 18 years of age, do you have a work permit? _____

Have you ever been employed by USC before? _____ When? _____ Where? _____

If you are not a U.S. citizen, do you have legal right to be employed in the U.S.? Yes/No

How did you learn about this employment opportunity? _____

EDUCATION

Name of Previous College,
University, Trade/Vocational School: _____ Location _____

Dates Attended: _____ Major Subjects/Degrees _____

Current Education: _____ University of Southern California _____ Dates Attended: _____

Expected Graduation Date _____ Major Subjects/Degrees _____

HOURS OF AVAILABILITY

Facilities Management Services is open M-F 8am – 5pm

(Please write in the hours that you are available to work)

MONDAY: _____

TUESDAY: _____

WEDNESDAY: _____

THURSDAY: _____

FRIDAY: _____

See other side

PREVIOUS EMPLOYMENT

Employer:	_____	Supervisor:	_____
Dates:	_____ to _____	Salary:	_____
Address:	_____	Phone #:	_____
Duties:	_____		
Reason for Leaving:	_____		

Employer:	_____	Supervisor:	_____
Dates:	_____ to _____	Salary:	_____
Address:	_____	Phone #:	_____
Duties:	_____		
Reason for Leaving:	_____		

Employer:	_____	Supervisor:	_____
Dates:	_____ to _____	Salary:	_____
Address:	_____	Phone #:	_____
Duties:	_____		
Reason for Leaving:	_____		

SKILLS

Check those items with which you are familiar through experience or training:

AutoCAD

Microsoft Access

Microsoft Word

Microsoft Excel

Customer Service

Filing

Payroll

Microsoft PowerPoint

Other Computer Applications/Programs:

Additional Skills:

APPLICANT SIGNATURE: _____ **DATE:** _____

Equal Opportunity Employer

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin.
Public Law 90-902 prohibits discrimination against the handicapped.