



ON-CAMPUS STUDENT EMPLOYMENT APPLICATION

This application is intended solely for use in evaluating your qualifications for employment. This is not an employee contract. Please answer all applicable questions completely and accurately. Knowingly giving false or misleading information on this form and/or during the application process may be sufficient grounds for terminating your eligibility for employment, or, if discovered after employment, terminating your employment with the university.

Name: _____ J# _____

Local Address: _____

Address City State Zip

Phone: _____ Email: _____

Number of hours per week available to work: _____ ***Please attach a copy of your current class schedule**

Current Class Standing: _____ How many years you plan to work the weight room: _____

Program of Study: _____ Anticipated Graduation Date: _____

Previous Employment: please list on-campus and off-campus jobs and skills used. ***Please attach your resume**

1. _____
2. _____
3. _____

Best Way to Contact You:

Are You CPR Certified?

CPR Expiration Date:

List 2 Concordia faculty or staff references: _____

List any office or cleaning skills or experience you have that may help in obtaining this position: _____

List any **fitness equipment** and **recreation knowledge** and **experience**: _____

Explain why you will be a good weight room staff member, what needs to be improved and what you will do to help: _____

Applicants Certification and Release: I certify that the answers given by me to the foregoing questions are complete and true to the best of my knowledge and belief. I authorize Concordia University, Nebraska and/or its agents to verify any of this information, including, but not limited to, criminal history and motor vehicle driving records (if applicable). I authorize all persons, schools, previous employers and law enforcement authorities to release any information concerning my background. Further, I hereby release any said persons, schools, former employers and law enforcement authorities from any liability for any damage whatsoever for issuing factual information.

Applicant's Signature: _____ Date: _____

Class/Activity Schedule & Availability to work

You can include preferences for days/times to work and how many hours per week you prefer.

Place an "X" in the squares when you have class, practice, or other obligations. If it's at the half hour, write that in the box. Please note with a "W" any class that is IN the WALZ. See example.

EXAMPLE:

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
6-7 pm		--6:30		X W		6:30++	

Busy until 6:30

Class in Walz between 6-7 pm

Available at 6:30

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
6-7 am	X						X
7-8 am	X						X
8-9 am	X						X
10-11am	X						
11-12	X						
12-1pm	X						
1-2	X						X
2-3	X						X
3-4							X
4-5							X
5-6	X						X
6-7	X						X
7-8							X
8-9:30							X

RESPONSIBILITIES OF THE WEIGHT ROOM SUPERVISOR:

1. Supervise the weight room during assigned hours and chart usage every hour on the half hour.
 2. Enforce all weight room policies and rules.
 - A. All users must show ID and sign in upon entering. Users must have a waiver on file.
 - B. Ensure that there is not misuse or abuse of equipment.
 - C. Control the stereo volume, music selection, and TVs.
3. Maintain, check, and clean the weight room and equipment (see cleaning schedule checklist).
 - A. ALL weights should be properly stored and bars cleared.
 - B. Equipment, mirrors, and check-in desk area must be cleaned.
- C. Report any problems or issues with equipment directly to Amy or Nolan Harms.
4. Anticipate potential risks of injury and take measures to remove them.
 - A. Enforce the use of collars on bars.
 - B. Learn and encourage proper spotting technique.
 - C. In the event of an injury, fill out an incident report.
 - D. If necessary, implement emergency procedures.
5. Be visible and alert while students, faculty, and staff are exercising.
 - A. Be courteous and greet individuals as they enter.
 - B. Be active and assist with basic use of machines as needed.
 - C. Wear proper attire including STAFF shirt and athletic shoes.
6. Maintain CPR/AED certification.
7. Perform other duties as assigned.