



**Office of Residential Living**  
 101 North 34<sup>th</sup> Street  
 Philadelphia, PA 19104  
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 Fax: 215.895.6225  
 askrlo@drexel.edu  
 www.drexel.edu/rlo

# Residential Living Employment Application

**PLEASE PRINT CLEARLY**

**LAST NAME:** \_\_\_\_\_

**FIRST NAME:** \_\_\_\_\_

**DREXEL E-MAIL:** \_\_\_\_\_

**DREXEL ID #:** \_\_\_\_\_

**CURRENT ADDRESS:** \_\_\_\_\_

**PERMANENT ADDRESS:** \_\_\_\_\_

(city/town) \_\_\_\_\_ (state) \_\_\_\_\_ (zip) \_\_\_\_\_

(city/town) \_\_\_\_\_ (state) \_\_\_\_\_ (zip) \_\_\_\_\_

**CURRENT PHONE:** \_\_\_\_\_

**PERMANENT PHONE:** \_\_\_\_\_

**ACADEMIC STATUS (Check One):**  FRESHMEN  SOPHOMORE  PRE-JUNIOR  JUNIOR  SENIOR

**MAJOR:** \_\_\_\_\_ **CO-OP CYCLE:** \_\_\_\_\_

**ANTICIPATED DATE OF GRADUATION:** \_\_\_\_\_, 20\_\_

**EMPLOYMENT STATUS:**  PART TIME  WORK STUDY **IF WORK STUDY GRANT AMT. TOTAL \$** \_\_\_\_\_

**DO YOU WORK ANYWHERE ELSE ON CAMPUS?**  NO  YES **IF YES, WHERE?** \_\_\_\_\_

**Please specify your available work hours from 7:00 am-11pm. Be specific with the times that you are available and can work.**  
 (Students are expected to work a minimum of five hours a week)

MONDAY \_\_\_\_\_ THURSDAY \_\_\_\_\_ SATURDAY \_\_\_\_\_

TUESDAY \_\_\_\_\_ FRIDAY \_\_\_\_\_ SUNDAY \_\_\_\_\_

WEDNESDAY \_\_\_\_\_

**CHECK POSITION(S) FOR WHICH YOU ARE APPLYING:**  FRONT DESK  MAILROOM  OFFICE

**WHAT WAS YOUR PRIMARY SOURCE OF INFORMATION ABOUT THIS POSITION?**

POSTED NOTICE  A PRESENT EMPLOYEE: Name of Employee \_\_\_\_\_

REFERRED BY WORK-STUDY OFFICE  OTHER: \_\_\_\_\_

**LIST LAST TWO EMPLOYERS:**

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Type of Work \_\_\_\_\_

Type of Work \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor \_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**OFFICE USE ONLY:** Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Employer Comments: \_\_\_\_\_

RLO	_____	Calhoun	_____
East	_____	Kelly	_____
North	_____	Myers	_____
Van R	_____	Towers	_____