

Application for Student Employment at the SIU School of Law

***THIS APPLICATION IS DUE
to
Kristy White in the Administrative Suite***

I. STUDENT INFORMATION

Name: _____

Currently enrolled as: _____1L _____2L _____3L

Mailing Address Street: _____,

City _____, State _____, Zip _____

Phone: Local: _____ Cell: _____,

SIU EMAIL _____

Other EMAIL _____

II. POSITION INFORMATION

I am applying for the following Student work positions (in order of preference)

- 1.
- 2.
- 3.
- 4.
- 5.

III. REQUIRED ATTACHMENTS

1. Please attach a one page statement describing your interest in a particular position. If you are applying for more than one position, attach one statement for each position.
2. Please attach your résumé describing your work experience, education, honors received, areas of interest, and extra-curricular activities or community service.

IV. IF YOU ARE HIRED YOU WILL NEED TO SUPPLY THE FOLLOWING FOR PAYROLL FORMS.

1. A copy of your driver's license and social security card
2. ORA copy of your passport.

V. AVAILABILITY

I can work:

___ **Summer 20**___ ___ **Fall 20**___ ___ **Spring 20**___

___ **some or all of break periods.**

Using the space below, please describe any other employment or commitments that you may have over the above marked semesters. Include moot court or trial ad teams, law journal, student organization activities.

VI. RECORD DISCLOSURE APPROVAL

This form grants permission to a staff or faculty member to view your transcript or your entire student file. You have the option of granting this permission to faculty or staff who is hiring student workers at the School of Law.

Please note: either disclosure is optional. You do not have to disclose these records to apply for a student work position. Please keep in mind, however, that an applicant's grades are important for certain student work position (tutorials, research assistants, etc.). Your decision, therefore, to not allow a staff or faculty member to have access to your transcript may affect your chances of obtaining a certain position.

_____ I will supply a copy of my School of Law transcript if asked.

_____ I allow my student file to be reviewed. This will include all of the materials that I submitted with my application, my transcript, and any other additional materials, notes, or memos that may have been placed in my file by a faculty member or administrative staff including requests for accommodations, academic or behavior misconduct, and other confidential material.

This material can be made available to the following person or persons:

_____ Any faculty member who is hiring law student workers.

_____ Any staff member who is hiring law student workers.

_____ Only the following staff or faculty members: Full names please.

Until _____, on which this request will expire.

DATE

Signature: printed _____ written _____

Date _____

VII. SIGNATURE AND CERTIFICATION

I hereby certify that I have read and understood all of the rules and regulations regarding law student employment at the Southern Illinois University School of Law including:

SIU School of Law Student Work General Information; SIU School of Law Application form; and information found at the SIU School of Law website at www.law.siu.edu

I understand that all positions, including Clinic positions, are contingent upon funding and that applying for a student work position or being offered a student work position does not guarantee me that position or the salary for that position.

Applicant Signature: _____

Date: _____