

Interview: _____
References: _____

**DEADLINE: Friday-March 28, 2025, by 4:30 pm**

**CLERICAL STAFF MEMBER APPLICATION**  
**Orientation 2025**

Middle Tennessee State University

Name: \_\_\_\_\_

M #: \_\_\_\_\_ Email: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Permanent Home Address: \_\_\_\_\_

Classification: FR      SO      JR      SR

Major: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Number of semesters at MTSU: \_\_\_\_\_ Expected Graduation: \_\_\_\_\_

Other colleges attended: \_\_\_\_\_

Do you currently work on MTSU's campus? \_\_\_\_\_ Where? \_\_\_\_\_

How many hours per week do you work on campus? \_\_\_\_\_

Please explain the importance of the clerical/ office staff to the overall orientation program:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please cite your background in working with people and/or groups and any managerial

experience that you have had: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list other clerical type positions you have held and the responsibilities of the position:

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When are you available to work part-time beginning in March-May 5?

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**Employment History:** (Begin with most recent)

Employer: _____ Your position: _____
Address: _____ Employment dates: _____
Responsibilities: _____
Reason for leaving: _____

Employer: _____ Your position: _____
Address: _____ Employment dates: _____
Responsibilities: _____
Reason for leaving: _____

Are you planning to have another job or take classes during the summer? YES NO

If yes, please describe: \_\_\_\_\_

Do you have any other commitments during the summer? YES NO

If yes, please describe: \_\_\_\_\_

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- |     |    |  |
|-----|----|--|
| YES | NO | I understand that as a clerical staff member, I am a representative of MTSU and must follow all university rules and policies.     |
| YES | NO | I can commit to all of the requirements listed in the clerical job description.  |
| YES | NO | I will be available for part time employment from March 31 until August 8.   |
| YES | NO | I understand that if selected, I will not be able to take classes or hold a summer job that would conflict with orientation dates. |

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

\_\_\_\_\_

List three PROFESSIONAL references that will complete the recommendation forms. (One must be an MTSU faculty or staff member)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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I certify that the information herein is accurate to best of my knowledge. You have my permission to verify any and all information I have listed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Don't forget to print 3 reference forms and have them filled out our use the links provided on the website <https://mtsu.edu/customs/administrative.php> and returned by Friday, March 28, 2025. Thanks for applying and good luck! You will be contacted by phone or email if you are eligible for an on-campus interview. Interviews will begin as soon as applications are received.