

**CAREER SERVICES APPLICATION**

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

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Major:** \_\_\_\_\_

**Classification:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**U.S. Citizen?**  Yes  No

**If no, are you authorized to work in the U.S.?**  Yes  No

**Restricted**  **Unrestricted**

**Have you ever visited Career Services?**  Yes  No

**Are you presently employed?**  Yes  No

**If yes, what company?** \_\_\_\_\_

**Have you had any internships?**  Yes  No

**If yes, where?** \_\_\_\_\_

**Have you ever worked a Co-op?**  Yes  No

**If yes, where?** \_\_\_\_\_

**Have you ever been convicted of a crime/felony?**  Yes  No

**If yes, what?** \_\_\_\_\_

**Do you have an updated resume on file?**  Yes  No

**Will you be able to attend workshops sponsored by Career Services?**  Yes  No

**Will you be able to participate in interviews and on campus recruitment?**  Yes  No

**How can Career Services assist you?** \_\_\_\_\_

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List the top 3 companies where you like to work?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What are your extra curricular activities? \_\_\_\_\_

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I, \_\_\_\_\_, understand that Career Services has the right to use my professional and personal information stated above for job referral purposes only. If I am unable to make a scheduled interview or appointment, I will notify the employer or Career Services at least (2) two hours prior to that appointment. I am responsible for writing a formal letter of apology to the affected employer as well as to the Director of Career Services if I miss a scheduled interview opportunity. If I miss a scheduled interview opportunity and fail to contact either the employer or Career Services, I realize that this will jeopardize my being referred for other opportunities in the future. The period of time will be determined by the Career Services Director.

**Disclaimer:** LeMoyne-Owen College Career Services is not liable or responsible for company conduct, legal matters, dismissal or further research after initial contact of referring of students. It is the student's/alum's responsibility to research and follow through with each company. Also, companies will sometimes request a drug, credit or background check on each applicant.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date