



Kansas Forest Service Student Employee Application

Applicant Information

Name: _____ Today's Date: _____
Email: _____ Phone: _____

Education Information

Currently enrolled at K-State? Yes No Number of hours: _____
Major: _____ Minor: _____
Anticipated graduation date: _____ Are you eligible for Federal Work Study? Yes No Unsure
Class Level: Freshman Sophomore Junior Senior Other: _____
Are you currently employed on campus? Yes No If yes, where? _____

Position Information

Position(s) you are applying for: _____

- **Student Office Assistant** – provides clerical assistance to Budget/Fiscal Coordinator & customer service to front office
- **Conservation Tree Program Student Assistant** – provides assistance in the greenhouse & with tree shipments

Work Schedule Availability

Please list hours you would be available to work each day.

Monday	Tuesday	Wednesday	Thursday	Friday

Desired Start Date: _____ Number of hours willing to work a week (no more than 30): _____

School breaks you would be available to work: Spring Break Fall Break Winter Break Summer

Work Experience

Please list previous work experience.

Employer	Job Title	Dates of Employment
Duties:		

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Duties:		

Other skills and/or experience applicable to the position.

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Submitting Your Application

Please attach a cover letter, resume, and three professional references along with this application to the Kansas Forest Service – 2610 Claflin Rd, Manhattan, KS 66502. You may also email application to the HR Specialist, Kylie Rethman, at rethmank@ksu.edu.

Kansas State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, in the university's programs and activities as required by applicable laws and regulations. The person designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning the nondiscrimination policy is the university's Title IX Coordinator: the Director of the Office of Institutional Equity, equity@k-state.edu, 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801. Telephone: 785-532-6220 | TTY or TRS: 711. The campus ADA Coordinator is the Director of Employee Relations and Engagement, who may be reached at charlott@k-state.edu or 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6277 and TTY or TRS 711.

Signatures

To the best of my knowledge, all answers to the foregoing are true and correct. I hereby grant permission to Kansas State University to contact each of my former employers listed above concerning my qualifications for employment. Permission is also granted to each of my former employers to give Kansas State University information they may have with respect to my work experience with them.

Signature of Applicant

Date