**PENN STUDENT AGENCIES EMPLOYMENT APPLICATION**

Dear Applicant,

Thank you for your interest in being employed with Penn Student Agencies!

This application is for:

Agency Name: **Benny’s Diner**

Position Title: **Artisan**

Please make sure you have read and understand the job description for this position before applying. Job Descriptions for all positions can be found on the PSA Website or the Student Employment Management System.

If we think you could be a good fit for the position based on your application and resume, we will contact you to schedule an interview. Please understand that not all applications are guaranteed to receive an interview.

Please respond to each question in the sections on the following pages with RED font. If you are unsure, please review the example provided on our website.

In addition to completing this application, please attach the following:

1. A cover letter explaining: (1) why you might be a good fit for the position you are applying to, (2) what you will add to the Penn Student Agency and the Agency in which you are applying community, (3) why you are interested in joining Penn Student Agencies, and what we can offer you in terms of your personal goals.
2. Your resume or CV
3. A digital portfolio if you are applying to a Marketing position, PSD or OhSnap Photography.
4. A PDF of your upcoming or current class schedule from Penn InTouch with Extracurriculars indicated.

*All applications must be submitted in Portable Document Format (PDF). Uploads missing one or more of these files will not be reviewed and/or not in PDF format will not be accepted. All applications must be submitted through the PSA Website portal to be considered for a position.*

**SECTION 1 - PSA GENERAL APPLICATION**

**Date of Application (MM/DD/YYYY)**

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**Full Legal (Given) Name**

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**Date of Birth (MM/DD/YYYY)**

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**Penn Identification Number (8 digits)**

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**Permanent Home Address**

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**Campus Address ( 1. If different from Permanent, 2. Indicate Dorm/Room if applicable.)**

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**Penn Email Address (@sas.upenn.edu, @wharton.upenn.edu, @nursing.upenn.edu, etc.)**

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**Personal Email Address**

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**Undergraduate School / Graduate School**

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**Expected Graduation (Month YYYY)**

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**Anticipated Major(s) (include minor(s) if applicable to position)**

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**Current Cumulative GPA**

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**Are you covered by Federal Work-Study?**

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**Are you legally authorized to work within the United States of America? If no, please explain and indicate your status.**

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**Please list all other jobs that you currently hold or plan to hold during the year. Please indicate if this role is affiliated with the University (students are limited to 2 on-campus jobs).**

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**Please list all current or anticipated extracurricular involvements during the year. Please indicate any mandatory meeting schedules, time commitments of each extracurricular, and if you hold a leadership position within the involvement.**

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**Please list the name of one reference, their job titles, the job you held under this individual, and their email address and phone number. We will contact them.**

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**SECTION 2 - AGENCY SPECIFIC APPLICATION**

**Do you have any previous cooking experience? Whether professional or not, please elaborate.**

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**Why do you think you’re a good people person? Feel free to reference any previous customer service experience.**

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**What object represents your personality the best and why?**

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**SECTION 3 - APPLICATION ATTACHMENTS**

Attach supplemental items in the following order:

1. Cover Letter
2. Resume/CV
3. Schedules
4. Portfolio/ Website Link

Each supplemental item should not exceed one page and should be contained on its own page.

***My signature below certifies that all information provided in the above application is accurate and correct. I understand that should I have falsified any information; my application will automatically not be reviewed, and I will not be allowed to apply to Penn Student Agencies in the future.***

**Digital Signature**

**Completion Date**

**(mm/dd/yyyy)**