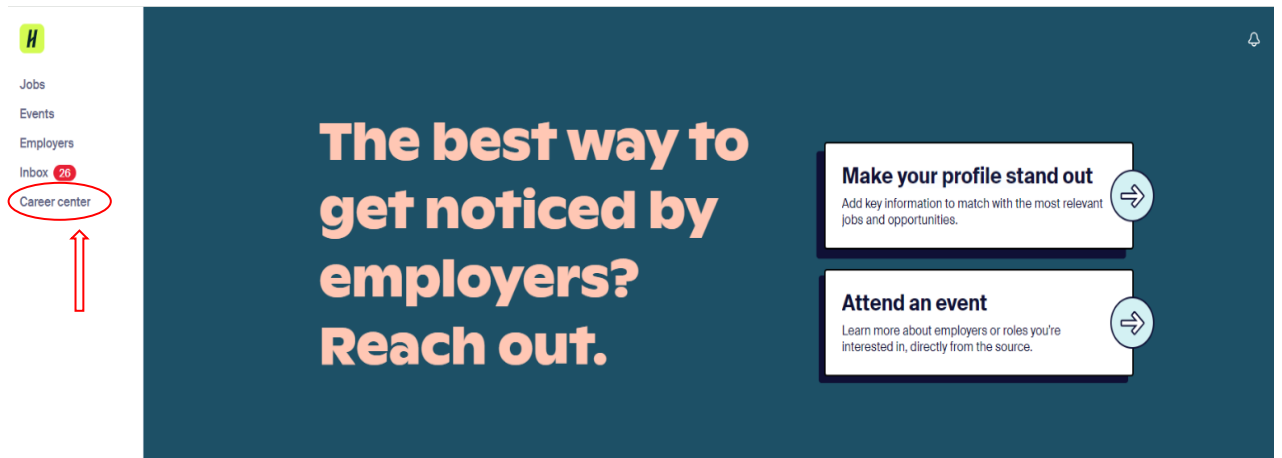


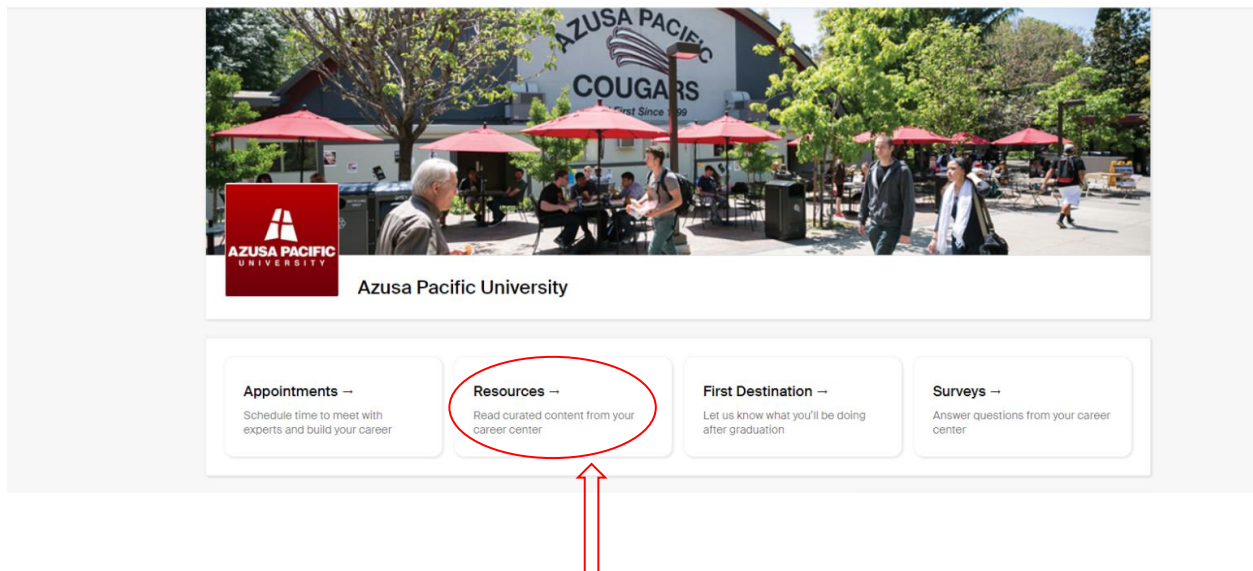
How to find the On Campus Employment Application:

1. Log onto Handshake (<https://apu.joinhandshake.com/login>) using your APU single sign on credentials.
2. Once on the Home Page, navigate to the left panel and select “Career Center”.

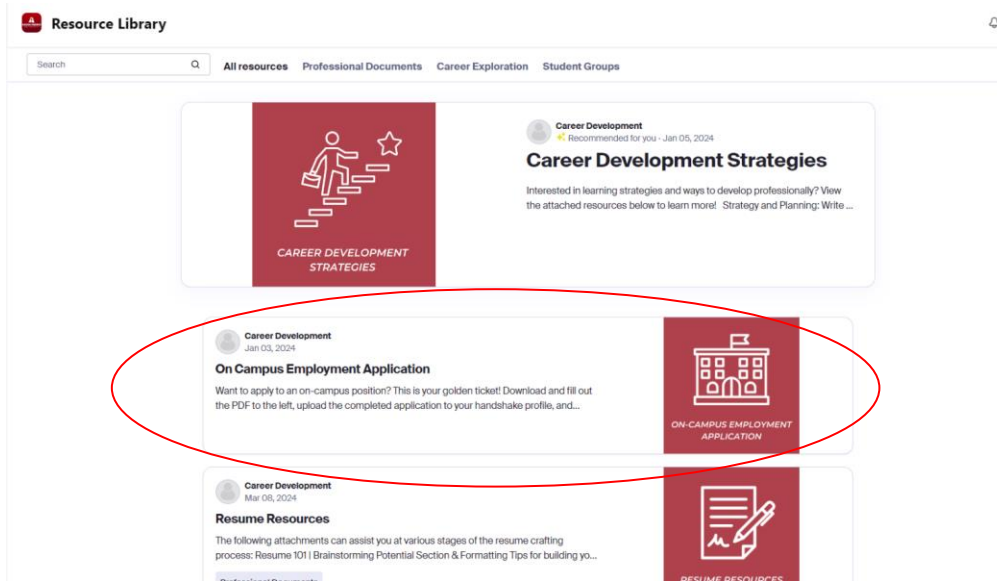


3. Once in the Career Center, click on “Resources”.

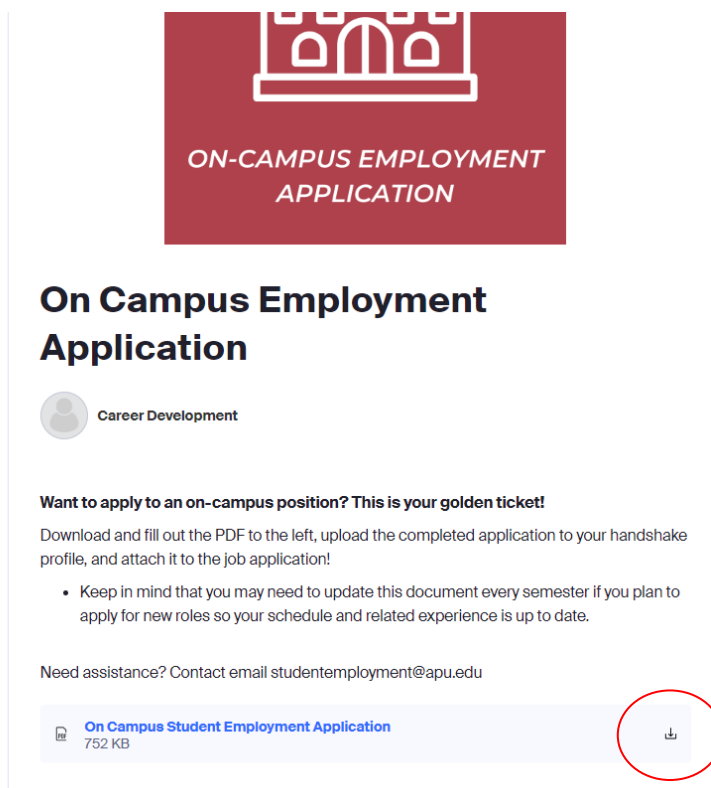
Career center



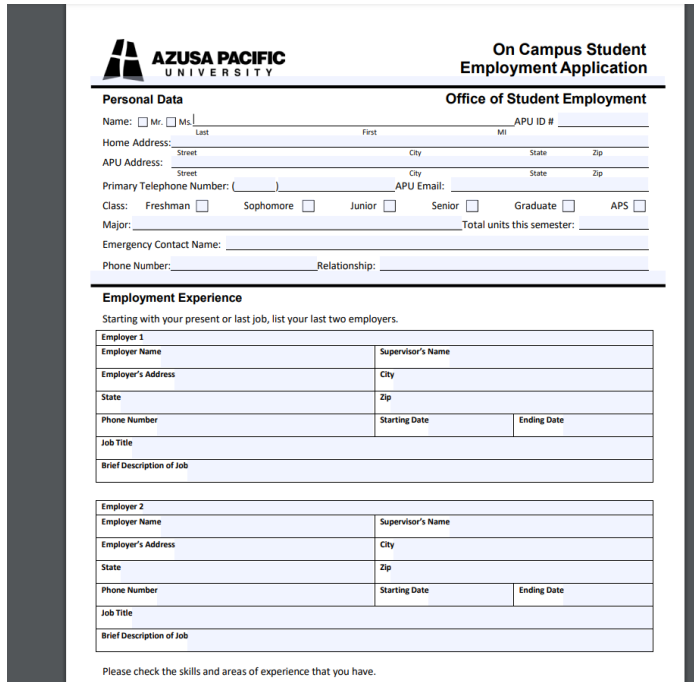
4. From the Resource Library, select “On Campus Employment Application”.



5. Download the On Campus Employment Application.



6. Once downloaded, fill in the form with your information.



AZUSA PACIFIC UNIVERSITY **On Campus Student Employment Application**
Office of Student Employment

Personal Data

Name: Mr. Ms. _____ APU ID # _____
Last First MI

Home Address: _____
Street City State Zip

APU Address: _____
Street City State Zip

Primary Telephone Number: (____) _____ APU Email: _____

Class: Freshman Sophomore Junior Senior Graduate APS

Major: _____ Total units this semester: _____

Emergency Contact Name: _____
Phone Number: _____ Relationship: _____

Employment Experience

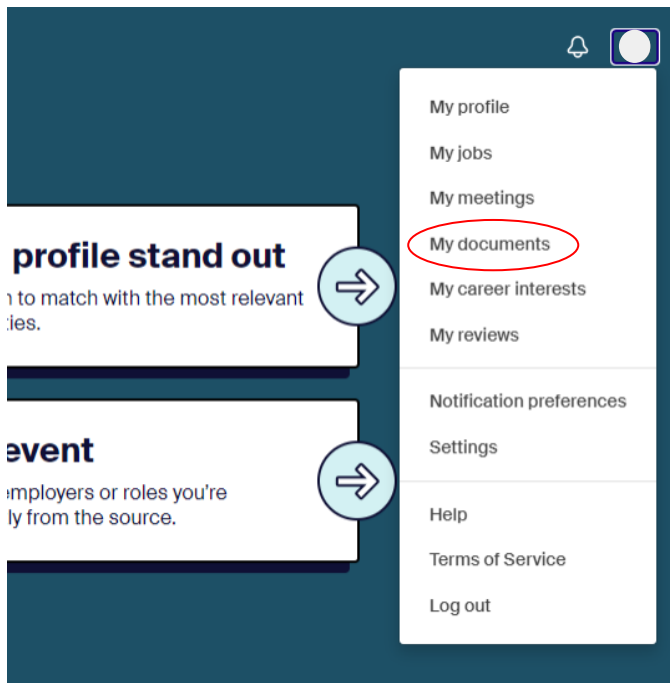
Starting with your present or last job, list your last two employers.

Employer 1		
Employer Name	Supervisor's Name	
Employer's Address	City	
State	Zip	
Phone Number	Starting Date	Ending Date
Job Title		
Brief Description of Job		

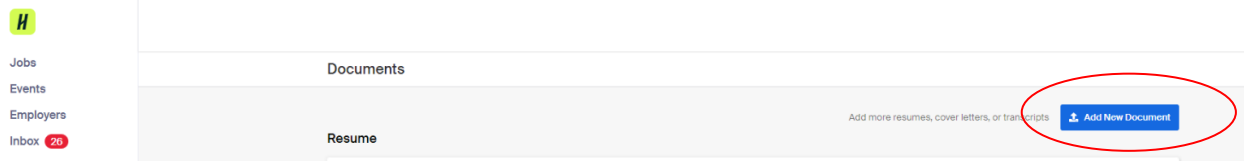
Employer 2		
Employer Name	Supervisor's Name	
Employer's Address	City	
State	Zip	
Phone Number	Starting Date	Ending Date
Job Title		
Brief Description of Job		

Please check the skills and areas of experience that you have.

7. Navigate back to the Handshake home screen and click on your profile. Select “My Documents” from the drop down menu.



8. Once in Documents, select “Add New Document”



9. Upload your On Campus Employment Application.

