How to find the On Campus Employment Application:

- 1. Log onto Handshake (<u>https://apu.joinhandshake.com/login</u>) 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.

			Emp	On Campus loyment App	Studen olicatio
Personal Data			Office of	of Student Emp	ploymen
Name: Mr. Ms.		Circl		APU ID #	
Home Address:		rest.	24	State	Zio
APU Address:		Ch	,	State	Zie
Primary Telephone Number: ()	APU	Email:	State	zip
Class: Freshman	Sophomore	Junior 📃	Senior	Graduate	APS
Major:			Total ur	nits this semester:	
Emergency Contact Name:					
Phone Number:	Rel	ationship:			
Starting with your present or la Employer 1 Employer Name Employer's Address	ast job, list your last t	Supervisor	r's Name		
Starting with your present or la Employer 1 Employer Name Employer's Address State	ast job, list your last t	Supervisor City Zip	r's Name		
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7. Navigate back to the Handshake home screen and click on your profile. Select "My Documents" from the drop down menu.

	My profile
	My jobs
	My meetings
profile stand out	My documents
to match with the most relevant (\Rightarrow)	My career interests
ties.	My reviews
	Notification preferences
event	Settings
employers or roles you're ly from the source.	Help
	Terms of Service
	Log out

8. Once in Documents, select "Add New Document"

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Jobs	Documents	
Events		
Employers		Add more resumes, cover letters, or transcripts 1. Add New Document
Inbox 26	Resume	

9. Upload your On Campus Employment Application.

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Documents	Document Name	Document Type	
Resumos	Document name	Cover Letter Transcript Other Document	niem, or transcriptio
Select "Other Docum document type, add a c title and upload the docu your device	ent" for Drag and drop or OF o locument ment from	or Word doc here or select a file below. Select from Computer	- Dans Added May 10th-2019 - Register 11th-2019
Cover Letters You don't currently have any cover letter Transcripts	Cancel Add Decument		