



Dear Applicant:

Thank you for your interest in working with the Institute of State and Regional Affairs.

The Institute is comprised of four staffed centers: the Pennsylvania State Data Center, the Center for Survey Research, the Center for Geographic Information Services, and the Economic Development Research and Training Center. All Centers and the Institute utilize these applications.

We have new projects throughout the year. Therefore, we continually review applications. Opportunities are for part-time employment, normally 20 hours or less per week.

Please complete the background information form and return to us.

Your background information form will be kept on file for six months. At that time, your background information form will be purged unless we receive notification from you that your interest continues.

Please contact us at (717) 948-6178 if you have any questions or if your information on file changes.

Sincerely,

The Institute of State and Regional Affairs

Institute of State and Regional Affairs

Wage-Payroll Background Information Form

(Please print)

Upon completion please attach your current resume and return to:

Institute of State and Regional Affairs
 Penn State Harrisburg
 777 West Harrisburg Pike
 Middletown, PA 17057-4898

Date: _____

Name: _____ Social Security #: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

E-mail address: _____

Student: No Yes Anticipated graduation date: _____

If yes, Undergraduate Graduate Course of Study: _____

Work Study Eligible (Approved with financial aid office): No Yes

Authorized to work by Human Resources: No Yes

Mark all of the following types of work in which you have an interest:

- | | |
|---|--|
| <input type="checkbox"/> Clerical
<input type="checkbox"/> Computer programming or applications
<input type="checkbox"/> Data entry
<input type="checkbox"/> Database design
<input type="checkbox"/> Geographic information system design
<input type="checkbox"/> Network Administration | <input type="checkbox"/> Research
<input type="checkbox"/> Statistical mapping
<input type="checkbox"/> Telephone interviewing
<input type="checkbox"/> Web design
<input type="checkbox"/> Word processing
<input type="checkbox"/> Other: _____ |
|---|--|

Please mark when you would be available to work:

Time	Weekdays	Weekends
Mornings (Between 8:00 a.m. and 12 Noon)		
Afternoons (Between 12 Noon and 5:00 p.m.)		
Evenings (Between 5:00 p.m. and 9:00 p.m.)		

How many hours per week do you wish to work? _____

(CONTINUED)

Please mark your level of expertise in each of the following areas:

Area	No Experience	Beginner	Intermediate	Advanced
Adobe Pagemaker				
Adobe Illustrator				
Adobe Acrobat				
Adobe Photoshop				
Apache Web Server				
Arcview GIS				
ArcInfo				
C++				
CGI				
Clerical				
Data Entry				
Fortran				
HTML coding				
JAVA				
MS IIS 4/5				
Microsoft Access				
Microsoft Excel				
Microsoft Front Page				
Microsoft PowerPoint				
Microsoft Word				
Network Administration				
Oracle				
Perl				
SAS				
SPSSX				
Telephone Interviewing				
Visual Basic				
ASP Programming				
Corel WordPerfect				
Other (list)				

Thank you for your interest!