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| Housing & Residence Life 2020-2021 Information Desk Worker Employment Application |  |

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| Applicant Information |
| Last Name |  | First |  | M.I. |  | Birth Date |  |
| Home Address |  | Apartment/Unit # |  |
| City |  | State |  | ZIP |  |
| Home Phone |  | WCSU Email |  |
| Cell Phone |  | Student ID No. |  |
| Class Rank/ Year |   | Major |  |
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| Employment Experience |
| Employer #1 |  | Position Title |   |
| Dates Held |  |  |
| Employer #2 |  | Position Title |  |
| Dates Held |  |  |
| Employer #3 |  | Position Title |  |
| Dates Held |  |  |
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| References |
| Please list three professional references. |
| Full Name |  | Relationship |  |
| Company |  | Phone |  |
| Email address |  |
| Full Name |  | Relationship |  |
| Company |  | Phone |  |
| Email Address |  |
| Full Name |  | Relationship |  |
| Company |  | Phone |  |
| Email Address |  |

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| Please indicate what building(s) you would be interested in working in, and number your choices (1 = most interested, 6= least interested). If you are NOT interested in a building, do not include it. |  Centennial Hall Grasso Hall Pinney Hall |  Fairfield Hall Litchfield Hall Newbury Hall |

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| Disciplinary Standing |
|  Yes  |  No |  | Have you ever been placed on disciplinary probation at WCSU? |
| If yes, when was this and for what reason? |
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| Availabilty |
| Desk workers work approximately 10 – 15 hours per week. They are required to work a rotating weekend shift every 2 – 3 weeks. Are there any reasons you might not be able to fulfill this requirement? |  Yes |  No |
| Explanation:  |
| Do you have any outside commitments that might limit your work availability (e.g., student teaching, internships, sports team, other job)? |
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| Short Answer Questions |
| Please describe the qualities you possess which would allow you to be a successful desk worker. |
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| Please describe a situation in which you utilized the skills you described above to achieve a good result. |
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| Disclaimer and Signature |
| My signature below indicates that the information I have provided in this application is true, to the best of my abilities, in all respects. I understand that if I am given an offer of employment and the information provided herein is found to be false in any respect, I will be subject to termination from employment. I understand that my WCSU judicial history will be considered before an offer of employment is made. Furthermore, if I am employed by WCSU in this position, I understand that my employment will be for no definite or distinct term, and that either I or the University may terminate my employment at any time, with or without cause, and with or without notice. |
| Signature: |  | Date: |  |

**Please return this application by saving and emailing it to the** **brenzelk@wcsu.edu** **address.**

**Applications are due by 3:00pm on Monday June 1st.**

* Applications may be submitted after this date, but initial hiring will begin immediately following this deadline, and positions may no longer be available if the deadline is not met.
* Applicants will be called on their cell phone to arrange interview appointments.