|  |  |
| --- | --- |
| Housing & Residence Life 2022-2023 Information Desk Worker Employment Application |  |

|  |
| --- |
| 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 |  |
|  |
| Employment Experience |
| Employer #1 |  | Position Title |   |
| Dates Held |  |  |
| Employer #2 |  | Position Title |  |
| Dates Held |  |  |
| Employer #3 |  | Position Title |  |
| Dates Held |  |  |
|  |
| 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 |  |

|  |  |  |
| --- | --- | --- |
| Please indicate what building(s) you would be interested in working in, and number your choices (1 = most interested, 5= least interested). If you are NOT interested in a building, do not include it. |  Centennial Hall Grasso Hall Pinney Hall |  Fairfield Hall Litchfield Hall |

|  |
| --- |
| Disciplinary Standing |
|  Yes  |  No |  | Have you ever been placed on disciplinary probation at WCSU? |
| If yes, when was this and for what reason? |
|  |
| 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)? |
|  |

|  |
| --- |
| Short Answer Questions |
| Please describe the qualities you possess which would allow you to be a successful desk worker. |
|   |
| Please describe a situation in which you utilized the skills you described above to achieve a good result. |
|  |
|  |
| 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: |  |

**When you have completed the application, please save it and send it as an attachment via email to hrlstudentemploymentopp@connect.wcsu.edu** **the deadline is Thursday August 11th at 4pm.**

**Applications are due by 4:00pm on Thursday August 11th, 2022.**

* 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 emailed via their WCSU email address to arrange interview appointments. **Interviews will be taking place virtually on Friday August 12th, Monday August 15th, Tuesday August 16th, and Wednesday August 17th.**