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| Housing & Residence Life  2022-2023 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 | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| 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 |  | | | | | | | | | | | | | |

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| 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 |

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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? | | | | | |
|  | | | | | |
| 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: |  |

**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.**