

# Desk Worker Application 2017-18

Department of Housing & Residence Life

## General Information:

Name	<input type="text"/>	Student ID #	<input type="text"/>
Home Address	<input type="text"/>	Campus Address	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
		Zip Code	<input type="text"/>
Cell Phone	<input type="text"/>	Home Phone	<input type="text"/>
Major	<input type="text"/>	Campus email	<input type="text"/>

## Employment Experience

Employer 1	<input type="text"/>	Position Title	<input type="text"/>	Dates Held	<input type="text"/>
Employer 2	<input type="text"/>	Position Title	<input type="text"/>	Dates Held	<input type="text"/>
Employer 3	<input type="text"/>	Position Title	<input type="text"/>	Dates Held	<input type="text"/>

## References

Reference 1	<input type="text"/>	Title	<input type="text"/>	Phone #	<input type="text"/>
Reference 2	<input type="text"/>	Title	<input type="text"/>	Phone #	<input type="text"/>
Reference 3	<input type="text"/>	Title	<input type="text"/>	Phone #	<input type="text"/>

## Disciplinary Standing

Have you ever been placed on disciplinary probation at WCSU?  Yes  No

If yes, when, and for what reason?

## Availability

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? Why?  Yes  No

Explanation

Do you have any outside commitments that might limit your availability (e.g., student teaching, internships, sports team, other job)?

Other commitments

Please continue on the next page

Your Name

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

Fairfield

Grasso

Litchfield

Pinney

Newbury

**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.

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.

Date

Please return this application by clicking the "Submit w/signature" button to the right.

**Applications are due to the Housing & Residence Life Office (Newbury Hall) by Monday, April 17<sup>th</sup>, 2017 at 4:00 pm.**

(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 to arrange an interview time.