

SUMMER ASSISTANT APPLICATION

APPLICATIONS DUE IN THE HOUSING OFFICE ON MARCH 24TH

GENERAL INFORMATION

Name ID #

Current Room Assignment Cell Phone #

Current Class Standing Major Cumulative GPA

Home Address

City State Zip

WCSU E-mail @connect.wcsu.edu Home Phone #

EMPLOYMENT EXPERIENCE

Have you ever worked for the WCSU Housing Office or Facilities Scheduling and Promotions?

Yes No If yes, please list jobs and dates. _____

Please list previous jobs that you have held.

Employer	Position	Dates Held

REFERENCES (Past supervisors or professors who are knowledgeable of your work habits.)

Name	Title/Relationship	Phone Number/Email Address

DISCIPLINARY STANDING

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

If yes, why? _____

Have you ever been fired from a job (WCSU or other)? Yes No

If yes, why? _____

LEADERSHIP (What clubs, activities or organizations have you been involved with at WCSU?)

Club/Organization	Position (Chair, Member, etc)	Dates Involved

AVAILABILITY

Summer Assistants **must** be able to commit to working 10 up to 40 day, evening and weekend hours per week. Summer Assistants may not work the same hours every week and are dependent upon conference and summer housing needs. For this reason, there may be a period of time when there will be Department Scheduled time off for employees.

Will you have another job during the summer? _____ Yes _____ Possibly _____ No
If yes or possibly, what job and how many hours will you work per week?

What outside commitments are you planning on being involved with this summer? (i.e., summer classes, student teaching, internships, sports teams, etc.) How many hours per week? _____

QUESTIONS (Please use additional paper or the back of this application if necessary.)

Please describe the qualities that you possess which would allow you to be a successful member of the Summer Conference team.

Describe a team and how you, as a team-member, uphold your responsibilities.

*****The position requires staff to be able to lift items in excess of thirty-five pounds as it pertains to set up and breakdown (including cleaning) of events and rooms. Staff are required to work a combination of weekday, evening and weekend hours. Transportation is not provided by the University. It is the responsibility of the employee to have the means to work on both campuses as needed. Furthermore, at the end of the summer, staff will need to relocate to their Fall assignments or move off campus if not residing in Fall housing at the Department's will/need.**

I hereby state that the information given by me in this application is true in all respects. I understand that if I am employed and the information is found to be false in any respect, I will be subject to dismissal at any time. I understand that my judicial history will be taken into consideration. Furthermore, if I am employed by WCSU's Department of Housing & Residence Life or Facilities Scheduling and Promotions, I understand that my employment will be for no definite term and that the University or I may terminate the employment at any time, with or without cause, and with or without notice.

Applicant Signature _____ Date _____

* NOTE: Please feel free to submit a resume with this application to better highlight your experiences/qualifications.