University Center
Student Employment Application

Name: _____ UTC ID: _____ Email: _____

Campus/Local Address: _____

Cell Phone: _____ Other Phone: _____

Birth Date: _____ For What Semester Are You Applying: _____

GPA (Minimum 2.5 Required For Each)   Cumulative: _____ Last Semester: _____

Major Classification (*circle one*):   Freshman   Sophomore   Junior   Senior   Grad. Student

Major of Study: _____ Expected Graduation Date: _____

Please indicate which skills/experience you possess to help us as we review your application:

☐ Customer Service   ☐ Building Management   ☐ Office Work   ☐ Event Set-Up

Please indicate the position(s) in the UC that you are interested in applying for:

☐ Office/Game Room Assistant – *Office Assistants do basic office work (answering the phone, handing out/accepting reservation forms, answering visitor questions); Game Room Assistants check equipment in/out in the Game Room.*

☐ Operations Assistant – *Setting-up & breaking down tables, chairs, etc. for events in the UC.*

☐ Student Manager – *Serves as building manager when no professional staff member is present; Responsible for opening or closing the UC some nights and weekends.*

How many hours are you interested in working each week? _____

How did you learn about the position(s) for which you are applying?

☐ Friend (Non-UC Employee)

☐ Current Employee – Name: _____

☐ Career & Student Employment Office

☐ Other: _____

Recent Work or Volunteer Experience

1. Employer/Company: _____ Dates: _____

    Supervisor: _____ Phone Number: _____

    Duties/Responsibilities: _____

2. Employer/Company: _____ Dates: _____

    Supervisor: _____ Phone Number: _____

    Duties/Responsibilities: _____

Questions

Please describe your involvement in student organizations, extracurricular activities, and other

interest or hobbies: _____

_____

What two characteristics/attributes do you think would make you a good employee in the UC?

_____

_____

I certify that, to the best of my knowledge, the information on this application is correct. I authorize any and all information to be verified.

_____ _____
Signature   Date

Return this completed application with a complete class schedule to the UC Office (UC 226).

_____

Office Use:

Application Received: _____ *Interview Date/Time:* _____

Reference Check: _____

Comments: _____

Hire Date: _____

Updated 05/2013