

Date of Application: _____

Benson University Center
Student Employment Application
Academic Year 2009 – 2010
New Employee

Thank you for applying for a position at the Benson University Center! Please complete this form and return it to room 335 in the Benson University Center by **Tuesday, March 31, 2009 at 5:00pm**. Applicants will be contacted if selected for an interview. Interviews will be conducted the week of April 13, 2009.

Name: _____

Current Campus P.O. Box or address: _____

Campus Phone / Cell phone: _____

Summer Address: _____

Summer Phone #: _____ E-Mail: _____

Will you be living on campus or off campus for the next academic year? _____

Address if known: _____

WFU ID#: _____ G.P.A _____ Major _____

Class in 2009/2010 academic year: _____ Freshman _____ Sophomore _____ Junior _____ Senior

Hours available to work per week: _____ Other time commitments: _____

Will you be working at another job besides Benson? _____ If so, please describe the hours you will be working: _____

Do you plan to study abroad either semester? ____ Yes ____ No If yes, _____ Fall _____ Spring

Rank your preferred job station, with #1 being most desirable. Information Desk and Set Up Crew areas are staffed seven days a week. *See job descriptions attached.

- | | |
|------------------------|---|
| _____ Copy Center | _____ Office Assistant (Shift is 2:30pm-5pm, M-F) |
| _____ Information Desk | _____ Ticket Office |
| _____ Marketing | _____ Set Up Crew (Medium work: requires standing, kneeling, walking, lifting, pushing & pulling) |

OR:

_____ Willing to work in any job station

Work Employment record (list your most recent job experience first):

<u>Place of Employment</u>	<u>Job Title</u>	<u>Description of Responsibilities</u>
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1. _____

2. _____

3. _____

What does “customer service” mean to you and how would you demonstrate this as a Benson University Center employee?

Are you involved in any activities such as R.A. Training, Band, Greek Life, Student Advising, Internship, Student Teaching, etc... that may conflict with employee training? (**See dates listed below.**)

Please list: _____

All employees: Must attend MANDATORY All Employee Training on Monday, August 24, 2009 from 10am – 5pm in Benson.

Specific Job station training schedule below:

Set Up Crew & Copy Center: Must attend MANDATORY training on Tuesday, August 18, 2009 and Wednesday, August 19, 2009 from 10:00am – 5pm. Temporary work schedules will begin at 5pm on August 19, 2009.

Information Desk: Must attend MANDATORY training on Wednesday, August 19, 2009 from 10:00am – 5pm. Temporary work schedules will begin at 5pm on August 19, 2009.

Ticket Office, Marketing & OA: Must attend MANDATORY training on Tuesday, August 25, 2009 from 10:00am – 5pm in Benson. These job stations will begin their work schedules on August 26, 2009.

****Employees will be allowed to check-in residence halls as early as 9:00am on Monday, August 17, 2009.**

I understand that if I do not return for training, it is grounds for immediate termination of employment.

I also understand I will be required to work early mornings, nights, weekends, and holidays.

I certify that the above information is truthful and accurate, and acknowledge and understand the terms of this application.

Signature of applicant: _____ Date: _____

Print Your Name: _____