



APPLICATION FOR EMPLOYMENT

Name: _____ Date: _____

Current Address: _____ E-mail address: _____

Cell phone #: _____ Permanent Phone: _____

Permanent Address: _____

Class: Freshman Sophomore Junior Senior Grad
Major: _____ Cum.GPA: _____

Please indicate what position you would like to be considered for. Please mark 1 as first choice, 2 as second, etc.

_____ Information Desk _____ Operations Tech assistant
_____ Gameroom Desk _____ Office Assistant

Jr/Sr Position/Non-trad:
_____ Building Manager
_____ Gameroom Manager
_____ Information Desk Manager

How many hours are you requesting to work? _____

Do you have another job? _____ Do you foresee a conflict/problem with two jobs? _____

Below please list and describe your last three positions held, either on-campus or off-campus. Please list as much information as possible.

Employer: _____ Position: _____

Responsibilities: _____

Supervisor: _____ Phone #: _____

Dates of Employment: _____ May we call? _____

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Supervisor: _____ Phone #: _____

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Please continue on other side.

List other groups and activities in which you have participated. Include honors and other societies and awards.

Please list 2 faculty or permanent staff references from UNCA:

Name: _____ Ph: _____ Name: _____ Ph: _____

Tell about any special experience, abilities, or interests you feel might aid in our selection process.

Why would you like to work here? _____

List days and times during which we may schedule an interview with you.

Day: _____ Time: _____ Day: _____ Time: _____ Day: _____ Time: _____

I hereby state that to the best of my knowledge the information I have provided above is true and accurate and understand that falsifying any information may jeopardize further employment with the Highsmith University Union.

SIGNED: _____ Date: _____

Applications are kept on file for one year after receipt. After that, they are discarded. An application does not guarantee a position. It is for information only.

DO NOT USE - OFFICE USE ONLY!

Interview time: _____

Suggested area: _____ Approved for hiring: _____ Date: _____