

University of Wisconsin-Green Bay
Office of Residence Life
Employment Application

Please indicate the position for which you are applying: Office & Mailroom Assistant
 Night/Weekend Supervisor

Please indicate the term in which you desire employment:

Fall Spring Summer

Name:

Date of Application:

Campus Address:

Campus ID No:

Building and Room:

Home Phone:

Cellular Phone:

Home Address:

Email Address:

EDUCATIONAL INFORMATION

High School Attended:

College(s) Attended:

Other Schools or Colleges Attended:

Present classification (*if applicable*): Freshman Sophomore Junior Senior Graduate Student

Major:

Minor:

Cumulative grade point average:

Last Semester grade point average:

Date of anticipated graduation, student teaching, internship, travel abroad, etc. (*Circle one*): _____

PREVIOUS WORK EXPERIENCE

Position

Place of Employment

Dates Employed

REFERENCES

Name/Title

Address

Telephone Number

1.

2.

3.

GENERAL (use reverse side of page if necessary)

1. Please list any activities or employment in which you will be involved during the next academic year or summer (complete class schedule, enclosed in this packet).

2. Please describe any experience you have had working in a customer service role.

3. Please describe any experience you have had working in an office setting.

4. Please describe any experience you have had working with computer applications such as Microsoft Office (Word, Excel, Access)

5. Please describe any experience you have had working in an office setting with administrative tasks, such as record-keeping, filing, and data entry.

6. Please describe your experience in a leadership or supervisory role. (Night/Weekend supervisor)

OTHER INFORMATION

Please indicate where you will be living during your employment (and address if different from present address):

On-Campus Off-Campus Address: _____

Please note: All students hired to work are expected to work for the entire academic year.

OTHER COMMENTS:

To the best of my knowledge, the above information is true and correct. I realize that intentional falsification of statements on this application will subject me to being disqualified as an applicant and if hired, to immediate dismissal. In order to participate in the selection process, applicants must meet the minimum requirements, including a GPA of 2.0, both cumulative and semester. I hereby give the Office of Residence Life permission to verify my cumulative/semester GPA. If hired, this release shall remain in effect throughout my employment.

Signature:

Date of Application:

Class Schedule

Fall Spring Summer

Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:50	8:00-9:15	8:00-8:50	8:00-9:15	8:00-8:50
9:00-9:50	9:30-10:45	9:00-9:50	9:30-10:45	9:00-9:50
10:00-10:50		10:00-10:50		10:00-10:50
11:00-11:50	11:00-12:15	11:00-11:50	11:00-12:15	11:00-11:50
12:00-12:50	12:30-1:45	12:00-12:50	12:30-1:45	12:00-12:50
1:00-1:50		1:00-1:50		1:00-1:50
2:00-3:15	2:00-3:15	2:00-3:15	2:00-3:15	2:00-3:15
3:30-4:45	3:30-4:45	3:30-4:45	3:30-4:45	3:30-4:45
5:00	5:00	5:00	5:00	5:00
6:00	6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00	7:00