

THE LEARNING CENTER STUDENT EMPLOYMENT APPLICATION

RECEPTIONIST/FRONT DESK STAFF

NAME _____

ADDRESS _____

CELL/LOCAL NUMBER _____

STUDENT ID NUMBER _____ YEAR IN COLLEGE _____

MAJOR _____ MINOR _____ CUMULATIVE GPA _____

TENTATIVE GRADUATION DATE _____

ARE YOU RECEIVING FINANCIAL AID IN THE FORM OF WORK STUDY? _____

HOW MUCH WILL YOU BE RECEIVING? _____

HOW MANY HOURS PER WEEK ARE YOU AVAILABLE? _____

*PLEASE ATTACH CURRENT RESUME

NAME, NUMBER AND E-MAIL OF THREE REFERENCES/FORMER EMPLOYERS WE
COULD CONTACT FOR MORE INFORMATION.

TELL US IN A SHORT PARAGRAPH ABOUT SKILLS YOU POSSESS THAT WOULD MAKE YOU A VALUABLE EMPLOYEE IN THE LEARNING CENTER (EX: COMMUNICATION SKILLS, ATTENTION TO DETAIL, COMPUTER AWARENESS, DEPENDABILITY, AND KNOWLEDGE OF SOCIAL MEDIA)

I authorize the Learning Center to verify any past work experience with former employers. I understand that the Coordinator will review my transcript as part of my application.

SIGNATURE

DATE

Please return to:
Sherri Arendt
University of Wisconsin-Green Bay
Cofrin Library
2420 Nicolet Drive
Green Bay, WI 54311

Please include your class schedule.