Applications should be completed and returned by their posted
deadline, either in person to the University Ticketing and
Information Center, by mail or online at www.uwgb.edu/union.
University Union-UU306
Attn: Student Personnel Coordinator
University of Wisconsin-Green Bay
2420 Nicolet Drive
Green Bay, WI 54311-7001
If you have any questions regarding the application process or the
status of your application, please feel free to contact the Student
Personnel Coordinator in the University Union at (920) 465-2633
or by email at uuspc@uwgb.edu.
We look forward to meeting you!

I certify that the information provided is to the
best of my knowledge, accurate and true. As a
job pursuing student, I give permission to review
and question all work related documents and
information present on/with this application.

Name (please print)
Signature
Date
Office use only
Received by:
Date:

YOUR SCHEDULE
This schedule is for: _____ Fall  _____ Spring  _____ Summer
Please block off all classes, extracurricular activities, meetings, and any other times you would be unable to work.

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Personal Information
Name: ___________________________ Student ID Number (last 9 digits): ___________________________
Local Address: ______________________ City: __________________________ Telephone: ___________________________
State: ____________ Zip: ____________
Permanent Address: ______________________ City: __________________________ Telephone: ___________________________
State: ____________ Zip: ____________
How many semesters (including current semester) do you have remaining at UWGB? ___________________________
How many hours a week are you available to work? ____________________________
Are you available to work on weekends? YES ☐ NO ☐ POSSIBLY ☐
Are you available to work during the summer? YES ☐ NO ☐ POSSIBLY ☐
Are you eligible for federal work-study financial aid? YES ☐ NO ☐ POSSIBLY ☐

Positions
Please check all positions of interest:
☐ Any Position Available
☐ Building Manager
☐ Manager
☐ Building Services Team
☐ Services Team ☐ Coordinator
☐ Financial Services
☐ Assistant ☐ Coordinator
☐ Phoenix Club
☐ Assistant ☐ Coordinator
☐ League and Tournament Coordinator
☐ Marketing/Programming

Promotions
☐ Graphic Artist ☐ Social Media
☐ Multimedia and Website Coordinator
☐ Marketing/Communications
☐ Sound and Light Technical Support
☐ Assistant ☐ Coordinator
☐ Student Personnel-Administrative
☐ Assistant ☐ Coordinator
☐ University Ticketing and Information Center
☐ Assistant ☐ Athletic Coordinator
☐ Information Coordinator
☐ Reservations Coordinator

Background Information
Include additional sheets if necessary.
List your involvement in extracurricular activities and volunteer experience:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
How does this position contribute to your career and professional goals?
________________________________________________________________________
________________________________________________________________________

Work Experience
Please provide the following information regarding your three most recent work experiences.

1. Employer: ___________________________ Job Title: ___________________________
   Responsibilities: ___________________________
   Address: ___________________________
   Dates of employment: ___________________________ Reason for leaving: ___________________________
2. Employer: ___________________________ Job Title: ___________________________
   Responsibilities: ___________________________
   Address: ___________________________
   Dates of employment: ___________________________ Reason for leaving: ___________________________
3. Employer: ___________________________ Job Title: ___________________________
   Responsibilities: ___________________________
   Address: ___________________________
   Dates of employment: ___________________________ Reason for leaving: ___________________________

May we contact your previous employers? YES ☐ NO ☐ POSSIBLY ☐

References
1. Name: ___________________________ Telephone: ___________________________
   Address: ___________________________
   Relationship: ___________________________
2. Name: ___________________________ Telephone: ___________________________
   Address: ___________________________
   Relationship: ___________________________
3. Name: ___________________________ Telephone: ___________________________
   Address: ___________________________
   Relationship: ___________________________

May we contact your above references? YES ☐ NO ☐ POSSIBLY ☐

Skills
Check skills, certifications or experience below that you have.
☐ Artistic/Graphic Design ☐ CPR Certification
☐ Basic Electronics & Mechanics ☐ Custodial Services
☐ Budgeting/Accounting ☐ Customer Service
☐ Building Supervision ☐ Employee Supervision
☐ Cash Handling ☐ First Aid Certification
☐ Communication ☐ Food Preparation/ Sales
☐ Computer Experience ☐ General Campus Awareness
☐ Marketing/Advertising Skills ☐ Marketing/Advertising Skills
☐ Office Skills ☐ Office Skills
☐ Painting ☐ Personnel Training
☐ Personnel Training
☐ Problem Solving ☐ Programming Skills
☐ Receptionist ☐ Recreational Programs/Activities
☐ Reservations Experience ☐ Room Set-up, Take-down, and Change-overs
☐ Scheduling Employees ☐ Sound and Light Equipment
☐ Teamwork ☐ Typing