



# Job Application

<b>Name:</b>	<b>Last:</b>	<b>First:</b>	<b>Date:</b>	<b>GPA:</b>
<b>Email:</b>		<b>Phone:</b>	<b>SSN: 4 Digits</b>	<b>Total Credits:</b>
<b>Class Standing:</b> FR    Soph    Jr.    Sr.    Graduate    Transfer		<b>Major:</b>		

### What Skills Do You Have? *(You may attach a Resume to this form)*

<p>Computer Skills: <i>(provide check)</i>  <input type="checkbox"/> Proficient with <b>entire</b> Microsoft Office Suite</p> <p><b>OR</b> (check what you have had experience with)</p> <p><input type="checkbox"/> Microsoft Word</p> <p><input type="checkbox"/> Microsoft Excel</p> <p><input type="checkbox"/> Microsoft Power Point</p> <p><input type="checkbox"/> Microsoft Access</p> <p>Web Design: <i>(provide check)</i></p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Basic HTML Knowledge</p> <p><input type="checkbox"/> Experienced in a Web Design:</p> <p><input type="checkbox"/> What software/program(s):</p> <p>_____</p> <p>_____</p> <p>Typing Skills: <i>(provide check)</i></p> <p><input type="checkbox"/> None    <input type="checkbox"/> Some    <input type="checkbox"/> Good</p>	<p>Customer service: phone etiquette, greeting and helping customers. <i>(provide check)</i></p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Some</p> <p><input type="checkbox"/> Good</p> <p>Job Preferences: <b><i>(check only one)</i></b></p> <p><input type="checkbox"/> Office Assistant                      <input type="checkbox"/> Administrative Assistant</p> <p><input type="checkbox"/> Clerical / Filing                      <input type="checkbox"/> Research / Library</p> <p><input type="checkbox"/> Computer Room / Lab</p> <p><input type="checkbox"/> Athletics/ Recreation / Gym</p> <p><input type="checkbox"/> Tutoring/ Teacher Asst.</p> <p><input type="checkbox"/> Child Care / After-school Program / Counselor</p> <p>Other Skills: <i>(list as many as possible)</i></p> <p>_____</p> <p>_____</p> <p>_____</p>
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Indicate the hours you can work below: **YOU CANNOT WORK DURING YOUR CLASS TIME** (i.e. 9-12, 2-5 etc)

	Mornings = prior to noon	Afternoons= noon to 5 PM	Evenings = after 5 PM
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			