



POSITION APPLICATION

PLEASE CHECK THE POSITION(S) YOU ARE APPLYING FOR:

- DESK ASSISTANT** – starting \$7.25 (9:00 a.m. to 12 a.m.) ***MUST live on-campus in 2009-2010 to be considered.*** Provide services for residents at a residence hall desk. Shifts are one to five hours and scheduled around classes. There are freshman and upperclassmen positions.
- SECURITY ASSISTANT** – starting \$10.55 (12:00 a.m. to 7:00 a.m.) Provide security in residence halls by making security rounds. This is a single shift per night and only one weekday night per week.
- ADMINISTRATIVE ASSISTANT** – starting \$7.25 (8:00 a.m. to 6:30 p.m.) Work in University Housing Office in Price Commons. Assist students and staff, answer phones and perform administrative tasks.

CONTACT INFORMATION: (Please Print Clearly)

Name: _____ Phone: _____

2009-2010 University Address: _____
Hall or Street

Summer Address: _____
Street

_____ Zip

_____ City & State

_____ Summer Phone

_____ Email Address

EMPLOYMENT INFORMATION:

Have you previously worked for University Housing? Yes No

How many hours per week do you want to work? _____

Are you willing to work every other weekend? Yes No

Financial Aid Eligibility: (Unsure? Contact Financial Aid Office, 232-1363)

State Payroll Work Study Amount of Work Study \$ _____

WORK EXPERIENCE:

Company: _____ Employment dates: ____/____ to ____/____

Supervisor: _____ Job Title: _____ Phone: _____

Duties Include: _____ Reason for Leaving: _____

Company: _____ Employment dates: ____/____ to ____/____

Supervisor: _____ Job Title: _____ Phone: _____

Duties Include: _____ Reason for Leaving: _____

REFERENCES:

Name: _____ Title: _____

Organization: _____ Phone: _____

Name: _____ Title: _____

Organization: _____ Phone: _____

LEADERSHIP EXPERIENCE: Indicate organizational involvement and any positions or offices you have held.

SEMESTER SCHEDULE: (2009 Fall or 2010 Spring) Place an "X" where you have classes or commitments.

| Hour | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------|--------|--------|---------|-----------|----------|--------|----------|
| 8:00 AM | | | | | | | |
| 9:05 AM | | | | | | | |
| 10:10 AM | | | | | | | |
| 11:15 AM | | | | | | | |
| 12:20 PM | | | | | | | |
| 1:25 PM | | | | | | | |
| 2:30 PM | | | | | | | |
| 3:35 PM | | | | | | | |
| 4:40 PM | | | | | | | |
| 5:45 PM | | | | | | | |
| 6:50 PM | | | | | | | |
| 7:55 PM | | | | | | | |
| 8:00 PM | | | | | | | |
| 9:00 PM | | | | | | | |
| 10:00 PM | | | | | | | |
| 11:00 PM | | | | | | | |

I confirm that all of the information on this application is true and complete to the best of my knowledge. I give University Housing permission to contact my references and/or previous employers.

Signature: _____ **Date:** _____

THE UNIVERSITY OF WISCONSIN-STOUT IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER COMMITTED TO DIVERSITY IN ITS PEOPLE AND PROGRAMS. ALL EMPLOYMENT OFFERS ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK.

RETURN COMPLETED APPLICATION TO: *University Housing, 170 Price Commons, Menomonie, WI 54751*