

University of Northern Colorado Parking Services Department

Application for Student Employment Parking Services Office Aide/Lot Officer

University Center, Campus Box 113, Greeley, CO 80639 Phone: (970) 351-1971 | Email: parkingservices@unco.edu

<u>Directions</u>: Please print or type legibly. Answer all questions fully and honestly. Willful deletion or misrepresentation will be cause for rejection of your application, or, if hired, termination. You may attach whatever documentation you feel is necessary. Return the application to the UNC Parking Services in person or via email.

Position Information: Application Date: Work Study: ☐ Yes ☐ No Position: ☐ Office Aide ☐ Lot Officer ☐ Interest in Both The primary responsibilities for Parking Services Office Aide include assisting with clerical and administrative tasks such as permit sales, citation file payments, phone and front counter reception, filing, and typing. A pleasant attitude, positive customer service skills, and confidentiality are strongly emphasized. The primary responsibilities for Parking Services Lot Officer include issuing parking citations to vehicles parked on campus in violation of UNC Parking Rules and Regulations; performing traffic control for commencement and move-in days; assisting with the collection of funds from meters/dispensers; assisting with general lot maintenance, and event set up. **Personal Information:** Name: Date of Bear / / Pronouns: Birth: Local Address: Street Address City Zip Code Cell Bear Mail Address Phone: (Perm. Address: Street Address City Zip Code **Emergency Contact:** _____ Relationship: Name: Street Address City State Zip Code Day Phone: () - ____ Evening Phone: _ (___) __ -

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Special Skills and Abilities: Do you have a current Driver License? Yes No License #: State: Type/Class: Do you possess a current CPR/First Aid card? CPR: Yes No First Aid: Yes No Do you have any foreign language skills? Yes If yes, which language(s) and what proficiency? What other special qualifications do you have that you feel would benefit the Department? **Educational History:** Are you currently enrolled at UNC? Yes No If no, when will you be enrolled? Minor: Expected Semester/Year of Graduation: Please list any other junior/community college, four-year college, or university you've attended: Institution Name Location When Degree

Military Service:

Have you ever served, or are you currently serving in any branch of the ∪.5. Military? ☐ Yes ☐ No			
If yes, are you: Active Inactive	Branch:		

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Employment History:

Beginning with your current or most recent job, please give the name, address, and telephone number of <u>all employers during the last three (3) years</u>. Include a brief description of the type of work done. **Attach additional sheets as needed.**

Employer's Name		Complete Address	
() - Telephone Number	Brief Descript	tion of Duties	
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Employed from - to		Reason for Leaving	
Employer's Name		Complete Address	
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Employer's Name		Complete Address	
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Employed from - to		Reason for Leaving	
lave you ever resigned from	a position to	avoid disciplinary action?	☐ Yes ☐ N
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lave you ever been terminat	ed or asked to	o resign from a position?	☐ Yes ☐ N

If you answered yes to either of the above questions, attach an additional sheet of paper to explain.

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References:

	Address	Telephone
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		() -
		() -
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	r current address, list the address	s of every place you have lived in the last three (3)
From To	Address	City, State and Zip
		I
f yes, by which ago		_
	eriminal charges pending? ☐ Yest ency:	s 🔲 No
If yes, by which ag		
If yes, by which ago Charges: Do you or have you No	ency: u ever used any narcotic, hallucing	
If yes, by which ago Charges: Do you or have you No If yes, give full deta	ency: u ever used any narcotic, hallucing	Court Date:ogenic, marijuana, or any other drug? ☐ Yes ☐
If yes, by which ago Charges: Do you or have you No If yes, give full deta Have you ever rece	ency: u ever used any narcotic, hallucing ails: eived a traffic ticket? Yes	Court Date:ogenic, marijuana, or any other drug? ☐ Yes ☐ ☐ No
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Availability:

The Parking Services Office A	ide and Lot Officer	positions have flexible	daytime hours,	8 am to 5 pm
Monday through Friday, and y	ou must be able to	work a minimum of 15	hours a week.	

How many hours a week would	you like to work during the day?

In the chart below, indicate with an X **all hours you are available** to work during the day.

Time	Mon	Tues	Wed	Thurs	Fri
8 - 9 am					
9 - 10 am					
10 - 11 am					
11 am - Noon					
Noon – 1 pm					
1 - 2 pm					
2 - 3 pm					
3 - 4 pm					
4 - 5 pm					

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Signature	Date	
Release of Criminal History Records Information: I hereby authorize the release of any criminal history information to the Universi Police Department and request that any person or agency cooperate fully with investigation of my personal background. I do hereby release the University of N Department and any person or agency from any and all liability while completing the entire period of my employment with the Department.	the Departme orthern Colorad	ent in the do Police
I assert that I have personally completed this Application for Student Employm above statements are true and complete to the best of my knowledge and belief willful falsification or omission will cause the rejection of my application or, if immediate dismissal.	. I understand t	that any
Do you understand that our operations are, at times, of a delicate nature and must be handled discretely?	Yes	□ No
Do you understand that all situations in the office and on duty are considered confidential and are not yours to divulge or discuss outside the Department, and that the release or discussion of such materials will result in dismissal?	☐ Yes	□No
Do you understand that this is a professional, service-oriented agency, and that all legal policies and decisions must be faithfully carried out, even if you personally disagree with that policy or decision?	☐ Yes	□No
The probationary period for a position with the Department will be six months.		

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