

UNIVERSITY of  
NORTHERN COLORADO



University Center Operations

## Employment Application

Please type or print.

*Applications will be kept on file for one academic semester.*

### 1. CONTACT INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First MI

Local Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Hall/Street City

Check one: FR SO JR SR Other: \_\_\_\_\_

### 2. TYPE OF EMPLOYMENT: (please check all applicable options)

Desk Assistant Setup Staff Student Assistant Manager

#### WORK AVAILABILITY:

Weekdays only Weekends only Weekdays and Weekends  
Fall Spring Summer

Date available for employment? \_\_\_\_\_  
How many hours a week can you work? \_\_\_\_\_

#### PLEASE ANSWER THE FOLLOWING QUESTIONS:

Do you qualify for work-study? Yes No

Have you been employed by UNC in the past? Yes No

If yes, what department? \_\_\_\_\_

Have you ever been convicted of a felony? Yes No

If yes, please explain: \_\_\_\_\_

### 3. EXPERIENCE: (list the last three previous jobs beginning with the most recent)

Employer	Address	Phone	Your Position	From	To
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### 4. REFERENCES: (Include name, title, relationship, and phone number)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

5. Please describe any prior work experience relating to this position(s). Note leadership and supervisor roles, accomplishments, and awards.

**6. ADDITIONAL QUESTION:** (If you are applying for a Student Assistant Manager position, please answer the following question. Provide as much information as needed. Additional pages may be added to this application.)

Describe your definition of leadership and how you would apply it to this position?

7. **RESUME:** Please include a resume with this application.

8. **AVAILABILITY SCHEDULE** (Mark an X to indicate hours *available* for scheduling.)

Time	Mon	Tues	Wed	Thur	Fri	Sat	Sun
7-8:00am							
8-9:00am							
9-10:00am							
10-11:00am							
11-12:00pm							
12- 1:00pm							
1-2:00pm							
2-3:00pm							
3-4:00pm							
4-5:00pm							
5-6:00pm							
6-7:00pm							
7-8:00pm							
8-9:00pm							
9-10:00pm							
10-11:00pm							
11-12:00am							

- UNC student/non-student hourly employment work authorization is required for all on-campus positions.
- A UNC employee cannot exceed a combined total of 40 hours on campus work per week.

Office Use – Notes