



# Application for Employment

## Newman Hall Office

Name \_\_\_\_\_

Cell Phone Number \_\_\_\_\_ Year in School:  Freshman  Sophomore  
 Junior  Senior

Email \_\_\_\_\_ Have you previously lived at Newman Hall?  
 Yes  No

Have you previously been employed by Newman Hall?  Yes, in the Cafeteria  
 Yes, in the Hall Office  
If so, when? \_\_\_\_\_  Yes, for Maintenance  
 No

List any previous experience with office work.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please circle the shifts you are available to work on a weekly basis. Weekend shifts may be assigned on a rotating schedule.

MON	TUES	WED	THUR	FRI	SAT	SUN
8-11:15am	8-11:15am	8-11:15am	8-11:15am	8-11:15am	8-11:15am	8-11:15am
11am-2:15pm	11am-2:15pm	11am-2:15pm	11am-2:15pm	11am-2:15pm	11am-2:15pm	11am-2:15pm
1-4:15pm	1-4:15pm	1-4:15pm	1-4:15pm	1-4:15pm	1-4:15pm	1-4:15pm
4-8:15pm	4-8:15pm	4-8:15pm	4-8:15pm	4-8:15pm	4-8:15pm	4-8:15pm
8-11:15pm	8-11:15pm	8-11:15pm	8-11:15pm	8-11:15pm	8-11:15pm	8-11:15pm
11pm-3am	11pm-3am	11pm-3am	11pm-3am	11pm-3am	11pm-3am	11pm-3am

Ideally, how many hours per week would you like to work? \_\_\_\_\_

**\*Employees will be required to work a minimum of 6 hours per week\***

Would you be interested in working "Special Projects" and getting extra hours during the week?  
(If so, how many? \_\_\_\_\_)

Why do you want to work in the Newman Hall office?

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Why do you feel that you would be an asset to our Office Staff?

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If no permanent shifts are available, would you be interested in working as a sub?

Yes  No

*Thank you for your application.*