



# Student Job Application

## For Campus Dining Positions

### Fall 2019

**Step 1:** Complete this application and return to cashier at the Top of the UC.

**Step 2:** E-mail Rose Benedict, rbenedic@UMW.edu, to inform us that you completed the paper application. Include the earliest date you will be available to work and which positions most interest you. If your experience and availability meet the qualifications for any of our open positions you'll be given information on how to complete an online application and also be called in for an interview.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Last 4 digits of Social Security Number: \_\_\_\_\_

**Earliest date available to work:** ( Now? Aug. 20? Aug. 26?) \_\_\_\_\_

Please indicate which positions interest you and number them in order of preference:

\_\_\_ Student Dining Ambassador (helps with events, open houses, put out menus, post flyers, do general office work)

\_\_\_ Social Media Specialist (Must have expertise in social media campaigns)

\_\_\_ Resident Dining servers, room attendants \_\_\_ Culinary (cold or hot food preparation)

\_\_\_ Utility (dish washers and other housekeeping duties) \_\_\_ Catering (wait staff, bar tenders)

\_\_\_ Retail Dining (Katora Café, Eagle's Nest Market, Bodacious Burgers)

**Are you willing to take an "on call" position?** \_\_\_ Yes \_\_\_ No

*(There is no set schedule for "on call" positions. Based upon the availability you provide to us, you would be called and asked to cover shifts when other workers call out. "On call" positions often develop into regular staff positions)*

**Previous Experience:** Note name of employer, position, & dates of employment

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

\_\_\_\_\_

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

\_\_\_\_\_

**Maximum Number of Hours you wish to work each week:** \_\_\_\_\_

**Complete the Availability Information on the back of this sheet.**

# Your Availability

Employees are scheduled to work according to the availability and maximum number of desired weekly hours provided. We are flexible and try to work around your class obligations. However, you will be expected to report to work according to our posted schedules. You must provide us at least two weeks' written advance notice (fill out the adjustment request form) if your availability will change for any reason, even if only for one day. Any changes requested due to emergency situations or unexpected class assignments after schedules have been posted will be reviewed by managers on a case by case basis.

**As of the earliest date you provided above for REGULAR WORK, list below ALL of the days and hours that you would be available to work on a regular basis, even if those hours, when combined, would exceed the maximum number of hours per week you wish to work.** You will not be scheduled to work more than your stated maximum weekly hours. Please do NOT list your class schedule! Do not list as "available" any days/times on which you know you'll have frequent conflicts. A sample form is shown below.

## Sample

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2 to 9 p.m.	8 to 10 a.m.	N/A	8 to 10 a.m.	4 p.m. - 12 a.m.	8 a.m. to 10 a.m.	12p.m. - 12a.m.
	2 p.m. to 5 p.m.		2 p.m. to 5 p.m.		2 p.m. to 5 p.m.	

## Enter Your Current Availability Here

If you can't work until school starts in the fall, circle  
**Not Available until the beginning of school.**  
 List your availability as of the first day you can work.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

List specific dates this spring that you would NOT be available to work due to prior commitments. These would be infrequent dates which would only interfere with your availability on a sporadic basis.
