

# 2021-22 Student Job Application

Minimum Pay: \$11-\$12 / Hour

**How to Apply: Complete this form and send to Dining@UMW.edu**

Make sure you include the days/hours you are available, and maximum hours you can work weekly. If you are available to work this summer as well as in the fall, include availability for each time period.

**Complete a Sodexo job application online [HERE](#)** or use the QR code at right. Complete an application for your preferred job, and if we still have openings, you will be contacted to set up an interview. *Questions? Call Rose Benedict at 540-654-2169 or Lance Mailem at 540-654-1928.*



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

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

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

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

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

**Earliest date available to work** (beginning with August 1, 2021) \_\_\_\_\_

**Indicate the positions for which you wish to apply, in order of preference from 1 to 5 (1 being top priority):**

\_\_\_\_ Marketing Assistant or Intern                      \_\_\_\_ Student Sustainability Intern (each is 10-15 hours/week)

\_\_\_\_ Mystery Shopper (1-3 hours per week)                      \_\_\_\_ Student Dining Ambassador (2-8 hours per week)

\_\_\_\_ Food Server                      \_\_\_\_ Cold Food Preparation                      \_\_\_\_ Cook                      \_\_\_\_ Cashier (all 4-20 hours/week)

**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)*

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

**Job Descriptions**

**Marketing Assistant/Intern :** Maintain active and engaging social media communications (Instagram, Facebook, TicTok, web site, etc.); take photos and videos; create flyers and posters to promote events; assist with setting up and hosting events; sometimes serve food and perform various other tasks.

**Student Dining Ambassador:** Assist with hosting events, posting flyers, promoting /selling tickets and products; acting as guides to visitors and new students in dining locations; assisting with office tasks.

**Why do you want to work for University Dining?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Your Availability

Employees are scheduled to work according 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 week’s 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 are available to 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 Availability Below

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

List specific dates 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.


If a current employee of University Dining recommended that you apply for a position with us, please provide that employee’s name here: \_\_\_\_\_

For more information e-mail Dining@UMW.edu or call 540-654-2169, the University Dining Marketing Office.