JOHNSON CENTER INFORMATION DESK, STUDENT UNION I DESK, STUDENT UNION II DESK & MASON POND PARKING DECK KIOSK

STUDENT EMPLOYMENT APPLICATION

Thank you for your interest! Only complete applications will be reviewed. Please return or mail the application to the Johnson Center Information Desk or e-mail: infodesk@gmu.edu.

Date: __________________________

WORK AVAILABILITY

Please check below only the full shifts you are available to work. Shifts vary slightly during breaks and the summer.

- Johnson Center Information Desk is open: Monday – Friday, 7:00am to 2:00am and Saturday – Sunday, 9:00am to 2:00am
- Mason Pond Parking Deck Kiosk is open: Monday – Thursday, 8:00am to 7:30 pm; Friday, 8:00am to 5:00pm and Saturday, 8:00am to 12:00pm
- Student Union I Desk is open: Monday – Friday, 8:00am to 11:00pm and Saturday- Sunday, 9:00am to 11:00pm
- Student Union II Desk is open: Monday – Friday, 8:00am to 11:00pm and Saturday- Sunday, 9:00am to 11:00pm

**Students hired will be required to work varied shifts (day, evening and weekend) and to work modified hours during breaks, summer or inclement weather**

If you have another job on campus, you cannot work more than 40 hours total per week for all positions.

Please check below only the full shifts you are available to work. Shifts vary slightly during breaks and the summer.

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
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</thead>
<tbody>
<tr>
<td>Shift 1: 8-9/11am</td>
<td>Shift 1: 8-9/11am</td>
<td>Shift 2: 11am-2pm</td>
<td>Shift 2: 11am-2pm</td>
<td>Shift 3: 2-5pm</td>
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<td>Shift 4: 5-8pm</td>
<td>Shift 4: 5-8pm</td>
<td>Shift 5: 8-11pm</td>
<td>Shift 5: 8-11pm</td>
<td>Shift 6: 11pm-2am</td>
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How many hours per week would you like to work?
Circle One 8-10 12-15 15-20

Minimum number of hours (must be at least 8)

Maximum number of hours:

Do you have Work Study? Yes ______ No ______

Is this for internship/practicum credit? Yes ______ No ______

Work Authorization (please circle):
U.S. citizen or U.S. National Permanent Resident (Green Card Holder)

Do you possess an Employment (H-1) Visa or Student (F-1) Visa?
### PERSONAL CLASS SCHEDULE

This schedule is for the (CIRCLE ONE) semester/year: FALL ________ SPRING ________ SUMMER ________

Please list below the times where you will be in class or have other obligations.

<table>
<thead>
<tr>
<th>MONDAY</th>
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Other obligations: Please share any other involvement and times that require your attendance (extracurricular activities, student organization meetings, etc.)

GPA (most up-to-date): ____________

Semesters you are available to work: Fall Fall-break Spring Spring-break Summer ____________

### WORK EXPERIENCE

Please attach a one-page resume to share additional work experience.

**ON CAMPUS (If Applicable):**

- **Employer:**
- **Title:**
- **Dates Employed:**
- **Reason for Leaving:**

**OFF CAMPUS:**

- **Employer:**
- **Title:**
- **Dates Employed:**
- **Reason for Leaving:**

### TRAINING AND EXPERIENCE

- Computer Skills (please be specific):
- Telephone Experience:
- Customer Service Experience:
- Database Skills:
- Your current/most recent employer (please list the type of work performed as well):

Have you ever been convicted of a law violation(s) including moving traffic violations, but excluding offenses committed before your eighteenth birthday which were finally adjudicated in a Juvenile Court or under a youth offender law? (Circle One): Yes No

If you answered “YES” to the previous question, please list all and explain here (attach a separate sheet, as needed):

Signature: __________________________ Date: / / 

Date Application Received: __________________________ Application Received By: __________________________

Applications are kept on file for one academic year.
<table>
<thead>
<tr>
<th>REFERENCES</th>
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<tbody>
<tr>
<td>PERSONAL:</td>
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<td>Name:</td>
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<td>Relationship:</td>
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