

UCI Hospitality & Dining Services

UCI Student Center

Employment Application

You must be a full-time UCI student to apply.

Contact Information						
Name				Date		
Position(s) Applying For	<input type="checkbox"/> Building and Events Manager <input type="checkbox"/> Information Center <input type="checkbox"/> Operations Crew <input type="checkbox"/> Zot Zone / Courtyard Study Lounge Attendant <input type="checkbox"/> Building Engineering Assistant <input type="checkbox"/> Office Assistant					
Local Address						
Street Address						
City, State, Zip Code						
Phone Number						
Permanent Address						
Street Address						
City, State, Zip Code						
Phone Number						
E-Mail Address				What is the best way to contact you?	<input type="checkbox"/> Phone <input type="checkbox"/> Email	
Are you currently a full-time registered UCI Student?	Yes	No	Do you have a valid CA Driver License?	Yes	No	
Expected Graduation Date			Major			
G.P.A.			Units		Work Study	Yes No

Campus Activities/Positions Held (If any)

Interests

Skills

Please check the skills that apply to you. The University will make reasonable accommodations for individuals with limitations.

Customer Relations		Graphics		Audio & Video Experience	
Typing (WPM) _____		Receptionist		Office Experience	
Computer Skills		Cashiering/ Cash Handling		Maintenance Experience	
Word Processing		Sales Experience		Security Experience	
Spreadsheets		Telephone Communication		Event Planning Experience	
Software you use proficiently:					

Employment Experience

Company Name:					
Supervisor:			Phone:		
Address:					
Dates of Employment:			Title:		
Duties:					
May we contact this employer?					Yes No
Company Name:					
Supervisor:			Phone:		
Address:					
Dates of Employment:			Title:		
Duties:					
May we contact this employer?					Yes No
Company Name:					
Supervisor:			Phone:		
Address:					
Dates of Employment:			Title:		
Duties:					
May we contact this employer?					Yes No

References

Minimum one UCI reference if possible (i.e. Faculty, Employer, TA, etc.)

1. Name	
Phone	
Position	
2. Name	
Phone	
Position	
3. Name	
Phone	
Position	

Please answer these questions as they specifically relate to the position you are applying.

1. Define the term "Customer Service" as it would relate to the position that you are applying for.
2. Describe the basic abilities that you feel are necessary to be an efficient employee.
3. Why do you want to work for Student Center/ Hospitality and Dining Services?
4. Why do you feel you are a good candidate for this position?
5. What do you hope to gain from this position?

Availability

Please **BLOCK** out days and hour that you **CANNOT** work. Be sure to leave your **(AVAILABLE HOURS BLANK)** to ensure full consideration for a job.

Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7:00am							
8:00							
9:00							
10:00							
11:00							
12:00pm							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00am							

How many hours would you prefer to work a week? _____ (Max 19.5 hours)

I certify that my answers are true and complete to the best of my knowledge.

Signature: _____ Date: _____
