# 2015 CI-Logo-BlackAddress - Small

## STUDENT EMPLOYMENT APPLICATION Summer 2015

|  |  |
| --- | --- |
| Name | |
| CSB student SJU student | Currently I am (please circle one):  1st Yr Soph. Jr. Sr. |
| Telephone # | Email Address |
| Permanent Address | Campus Address |

Please check all that apply to you:

\_\_\_\_\_Flexible with work schedule

\_\_\_\_\_Comfortable meeting new people

\_\_\_\_\_Open to learning new things

\_\_\_\_\_Able to work independently

\_\_\_\_\_Comfortable working alone in the early evening

\_\_\_\_\_Strong communication skills

\_\_\_\_\_Telephone Experience

\_\_\_\_\_Detail Oriented

\_\_\_\_\_Like to be part of a team

\_\_\_\_\_Excellent Customer Service Skills

\_\_\_\_\_Able and willing to do cleaning

\_\_\_\_\_Able to do light outside work (sweep, rake, pull weeds)

\_\_\_\_\_Able to lift/push/pull 10- 25# (often)

\_\_\_\_\_Able to lift/push/pull 25 – 50# (occasionally)

\_\_\_\_\_Bookkeeping/Accounting Experience

Please rank your skill level in the following (1 low – 5 high)

\_\_\_\_\_ Computer Skills

\_\_\_\_\_ Microsoft Office Program Knowledge

\_\_\_\_\_Word

\_\_\_\_\_Publisher

\_\_\_\_\_Excel

\_\_\_\_\_Access

\_\_\_\_\_Web site Research

\_\_\_\_\_Outlook (E-mail, Calendar)

Please give an example of when you went out of your way in a work environment to do something that was not required of you.

What does *Hospitality* mean to you?

Give an example of a time you needed to get several things done in a short amount of time? How did you go about prioritizing responsibilities?

Give an example of a time you had to deal with a difficult customer. What happened and how did you handle it?

Why are you interested in working at the Collegeville Institute? And, why do you think you would be the best person for the position of *Hospitality & Event Assistant*?

Please list two references we could contact about your previous work performance:

|  |  |
| --- | --- |
| Name | Telephone # |
| Relationship to person: | How long have you known this person? |

|  |  |
| --- | --- |
| Name | Telephone # |
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What else should we know about you related to this position?

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Signature Date

Return application to: Elisa Schneider, Collegeville Institute, Box 2000, Collegeville, MN 56321 or email to: [eschneider@CollegevilleInstitute.org](mailto:eschneider@CollegevilleInstitute.org)