



## EMU ADMINISTRATION - APPLICATION FORM

### APPLICATION INSTRUCTIONS AND POSITION INFORMATION

Complete this application form and return it to the EMU Administration Office located on the Mezzanine level of the Erb Memorial Union (M101) or by email to [egrant@uoregon.edu](mailto:egrant@uoregon.edu)

**Requirements** - Applicants must be enrolled as a half time student at minimum. Prior office experience and knowledge of Microsoft Office is favorable.

**Duties** –Receive and direct incoming visitors and phone calls; sort and route campus and U.S. mail; prepare documents, photocopy, and copy totalizations; sort recycling and take to bins; run errands; stock shelves and keep copy room tidy; perform other jobs as assigned.

**Hours** – 8-15 hours per week, with possibility of more hours during breaks

**Salary** - \$9.25 per hour

**Questions** - Contact the EMU Administration office at 346-3705 for more information.

### APPLICANT STATEMENT

I certify that to the best of my knowledge, that the information on this application is correct. I authorize any and all information to be verified.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### GENERAL INFORMATION

Name:		UO ID #:	
E-mail:		Phone:	
Local Address:			
Permanent Address:			
Have you worked for any other UO department before?		Yes	No
Are you authorized for work-study?		Yes	No
		Amount:	
Year in school:	Freshman	Sophomore	Junior
			Senior
Expected graduation date:		Major:	



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### WORK EXPERIENCE

Please include both paid and volunteer experiences. You may also attach a resume rather than complete this section.

<b>Title:</b>	
<b>Employer:</b>	<b>Supervisor:</b>
<b>Dates employed:</b>	<b>Phone:</b>
<b>Duties:</b>	
<b>Reason for leaving:</b>	

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<b>Employer:</b>	<b>Supervisor:</b>
<b>Dates employed:</b>	<b>Phone:</b>
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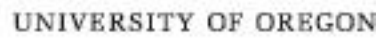
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### REFERENCES

Please list at least three references - supervisors or managers who can speak of your prior work experience.

<b>Name</b>	<b>Relationship</b>	<b>Job</b>	<b>Phone or E-mail:</b>



## Supplemental Questionnaire

1. What interested you about this position?
2. What is your experience with customer service?
3. What skills do you have that will help you with this particular position?