

**UO ID CARD SERVICES
EMPLOYMENT APPLICATION**

Please return your completed application to the ID CARD SERVICES or email to:
uocard@uoregon.edu

Name: _____ UO ID#: _____

Local Address: _____

Local Phone Number: _____

Permanent Address: _____

Permanent Phone Number: _____

Email address: _____ Do you check it often? _____

Have you worked for any UO departments before? Yes No

If yes, please list department and supervisor: _____

Year in school: Fr. So. Jr. Sr.
Expected graduation date: _____ Major: _____

Are you authorized for Work-Study? Yes No Amount (total): _____

Are you authorized for Work-Tech? Yes No Amount (total): _____

Please indicate your skills:

- ☐ Typing Speed: _____
- ☐ Accounting/Bookkeeping
- ☐ Food Service
- ☐ Cashiering
- ☐ Child Care
- ☐ Custodial
- ☐ Maintenance
- ☐ Languages. List: _____

- ☐ Macintosh Knowledge
- ☐ PC Knowledge
- ☐ Microsoft Word
- ☐ Microsoft Excel
- ☐ Adobe Pagemaker
- ☐ Graphics Programs. List: _____

Other computer programs: _____

Other skills: _____

Work Experience

Please include both paid and volunteer experiences. You may attach a resume instead of filling this portion out.

| | |
|---------------------------|--------------------------------|
| Employer: _____ | Job Title: _____ |
| Duties: _____ | |
| Dates: _____ to _____ | Supervisor: _____ Phone: _____ |
| Reason for leaving: _____ | |
| | |
| Employer: _____ | Job Title: _____ |
| Duties: _____ | |
| Dates: _____ to _____ | Supervisor: _____ Phone: _____ |
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| | |
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| | |
| Employer: _____ | Job Title: _____ |
| Duties: _____ | |
| Dates: _____ to _____ | Supervisor: _____ Phone: _____ |
| Reason for leaving: _____ | |

References

Please list at least three references, these should be people who can speak of your prior work experiences.

| Name | Relationship | Job | Phone Number |
|------|--------------|-----|--------------|
| | | | |
| | | | |
| | | | |
| | | | |

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

Signature: _____

Date: _____

Supplemental Questions:

Please respond to the following questions on a separate sheet(s) of paper.

1. Describe your experience with customer service, indicate if this experience has ever involved conflict resolution skills.

2. Describe your experience that demonstrates the ability to work both independently and as part of a team.

3. Describe any experience that demonstrates your ability to communicate effectively with students, faculty, staff and the general public from diverse backgrounds and cultures.

4. This position has a high volume workload. Describe skills you have in prioritizing tasks and how you handle a demanding work environment.

5. What skills do you have that will make you successful in this job?

