

GUEST SERVICES JOB APPLICATION

PLEASE NOTE: It is important that you complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.

Returned Completed Application to the UO ID Card Services or Email to: uocard@uoregon.edu

Name and Address						
Name (First, MI, Last)				UO ID Number		
Mailing Address						
City, State, and Zip Code						
Telephone				Alternate Phone		
Date available to begin				Email		
Job						
Days/hours available to work						
Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Work Study:		Yes	No		Amount:	
How many hours can you work weekly?			Can you work nights?		Can you work weekends?	
Additional Information						
Have you ever been employed by any UO departments?					Yes	No
If yes, please list department and supervisor:						
Year in school:					Major:	Graduation Date:
List specialized skills or languages:						

Work Experience

Please list ALL work experience beginning with your most recent job held. Attach additional sheets if necessary.

Company	Supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		
May we contact this employer? Yes No		

Company	Supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		
May we contact this employer? Yes No		

Work Experience (continued)

Company	Supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact this employer? Yes No

References

Please include name, phone number, and circumstances of your acquaintance. Exclude relatives and former employers.

1.

2.

3.

4.

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.

Signature

Date

Supplemental Questions:

To assist us in making the selection for this position, please respond to the following questions on a separate sheet(s) of paper. Number your responses to correspond to the questions and describe experience and training related to each item. Make sure experience and training described in your responses are included on your application.

1. Describe your experience with reception, including greeting visitors and answering general questions, resourcing information and giving direction?
2. Please explain what you see as the key factors in maintaining an inclusive rich work environment and describe your personal experiences working in a multi-cultural environment?
3. Prioritize the three tasks listed below, explaining how you would and why?
 - a project given to you by your supervisor
 - a customer on the phone
 - a customer who is present, standing in front of you
4. Describe in detail your proudest customer service moment, the result for yourself and the customer?
5. What additional information would you like us to know about you and in particular how would this employment benefit your learning experience while attending the University?