



CASUAL EMPLOYMENT APPLICATION

Today's Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Male Female Date of Birth: \_\_\_/\_\_\_/\_\_\_ Email address: \_\_\_\_\_

Are you a US Citizen? YES NO If no, what type of visa do you possess? \_\_\_\_\_

Local Address Information:

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Local Phone Number: \_\_\_\_\_

Permanent Address Information:

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Have you ever worked at UCI? YES NO If so, which department: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Do you have a Financial Aid Work Study Award? YES NO

Are you a UCI Student? YES NO How many units do you have this quarter? \_\_\_\_\_

What year are you enrolled in at UCI? Freshman Sophomore Junior Senior Grad

Which position(s) are you applying for?

- Front Desk/Gear Up Assistant, Fitness Lab Assistant, Sales Desk Assistant, Group Exercise Instructor, Dock Master, Sailing Instructor, ARC Bar Assistant, Lifeguard, CPR Instructor, Dance Instructor, Marketing Assistant, Club Sports Assistant, Intramural Sports Official, IM Office Assistant, Personal Trainer, Sports Instructor, Rock Wall Supervisor

Check previous experience & skills that apply

- Customer Relations, Computer Skills, Languages: (speak/read/write), Sports Experience, General Campus Awareness, Receptionist/Office/Telephone, Instruction, Cashiering/Cash Handling, Maintenance & Custodial

Certificates and Training

- First Aid Certificate, CPR Certificate, Lifeguard Training, Expiration Date, WSI Training, Other

How did you hear about this position? \_\_\_\_\_

## NAME OF MOST RECENT EMPLOYERS

Company: \_\_\_\_\_

Supervisor: \_\_\_\_\_

City/State: \_\_\_\_\_

Employment Dates: \_\_\_\_\_

Phone: \_\_\_\_\_

Duties: \_\_\_\_\_

Company: \_\_\_\_\_

Supervisor: \_\_\_\_\_

City/State: \_\_\_\_\_

Employment Dates: \_\_\_\_\_

Phone: \_\_\_\_\_

Duties: \_\_\_\_\_

Company: \_\_\_\_\_

Supervisor: \_\_\_\_\_

City/State: \_\_\_\_\_

Employment Dates: \_\_\_\_\_

Phone: \_\_\_\_\_

Duties: \_\_\_\_\_

## **QUESTIONNAIRE – Please answer questions as they specifically relate to the position you are applying for.**

1. What does "Customer Service" mean to you?
2. Describe in detail your experience and skills checked on the previous page that most relate to the position you are applying for.
3. What attributes do you possess that would enable you to be an exceptional UCI Campus Recreation employee?
4. Why would you like to be a Campus Recreation staff member?
5. What did you like about your last job?

# WORK AVAILABILITY – CURRENT QUARTER

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Number of hours you would like to work: \_\_\_\_\_ Minimum \_\_\_\_\_ Maximum (19.5 hours is max)

Please indicate the hours you CAN work (block out the days/hours can work)

Hours	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 am							
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							
10:00 pm							
11:00 pm							
12:00 am							

Please show ALL available hours (from 6:00am to 12:00am).

**Employment is dependent on availability, department needs and performance.**

Your chance at being selected for a job will be much better if you show lots of AVAILABLE TIME on your schedule, rather than experience. We will train you!