

## RECEPTIONIST APPLICATION

Name \_\_\_\_\_

Student number \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Class \_\_\_\_\_ Major \_\_\_\_\_ Average credits per term \_\_\_\_\_

What is the reason you are applying for this job? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many hours per week would you like to work? *(please attach class schedule)*

If hired, would you:

Be available to work at least 2 hours per day Monday–Friday      **yes no**

Be available to work summer semester      **yes no**

Plan to work through senior year      **yes no**

### **Previous job experience** *(please include resume if available)*

❶ Employer \_\_\_\_\_ Dates worked \_\_\_\_\_ Position/duties \_\_\_\_\_

Supervisor's name & phone number \_\_\_\_\_

❷ Employer \_\_\_\_\_ Dates worked \_\_\_\_\_ Position/duties \_\_\_\_\_

Supervisor's name & phone number \_\_\_\_\_

❸ Employer \_\_\_\_\_ Dates worked \_\_\_\_\_ Position/duties \_\_\_\_\_

Supervisor's name & phone number \_\_\_\_\_

*I am enrolled at MSU, and I am pursuing a degree in accordance with the guidelines in the Student Handbook. I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information may result in discharge. I also understand that I am required to abide by all rules of The State News.*

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