OFFICE ASSISTANT/DATA CLERK (Up to 20 hours per week/40 hours during summer)  
Responsibilities: basic office duties; answering telephone; typing, filing; making photocopies; computer work to include letters, notices, spreadsheets and databases; taking and relaying messages; customer services including answering questions of students, parents and administrators; running errands; preparing large mailings; and other tasks as assigned.

RESIDENTIAL FACILITIES TECHNICIANS  
(Up to 20 hours per week/40 hours during summer)  
Responsibilities: performing tasks necessary for maintenance of residence halls, including, but not limited to furniture/furnishing repair; baseboard and ceiling tile replacement/repair; installation and repair of Venetian blinds; light bulb replacement; moving furniture; conducting inventory; manufacturing and repairing window screens.

RESIDENTIAL FACILITIES PAINT CREW (Up to 20 hours per week/40 hours during summer)  
Responsibilities: performing all tasks associated with the preparation and painting of interior masonry of residential facilities, as well as clean-up of same. Painting experience is not required, but preferred.

HOUSEKEEPING ASSISTANT (Up to 20 hours per week/40 hours during summer)  
Responsibilities: assist in the maintenance of all public areas of the residence halls, including, but not limited to vacuuming public areas, sweeping and mopping of stairwells and dusting. During summer clean-up, assist in stripping, waxing and buffing floors; changing out of mattresses, etc.

While employed by the Department of Residential Living, it is expected that you follow the guidelines of Western Carolina University and Department of Residential Living policies and regulations.

If you have any questions, please feel free to contact us at:

Western Carolina University  
The Department of Residential Living  
1st West Scott Hall  
159 West University Way  
Cullowhee, North Carolina 28723  
828-227-7303  
Monday through Friday, 8:00 AM to 5:00 PM
STUDENT EMPLOYMENT APPLICATION
Western Carolina University
Department of Residential Living

Please rank each position for which you are interested in being considered. A "1" will indicate your first choice; a "2" will indicate your second choice, etc.

____ Office Assistant
____ Residential Facilities Technicians
_______Data Clerk
____ Housekeeping Assistant
____ Residential Facilities Paint Crew

Print/Type Full Name ___________________________         ID # _________________________

Date of Birth _____/____/_____     Drivers License (state and number) __________________________

Local Address ____________________________
(If On-Campus: building, room # & suite #)   Local Phone (_____) _____-____

Home/Permanent Address__________________________ Street and/or PO Box # ______ City ______ State ______ Zip Code __________

Home Phone (_____) _____-_______        Cell Phone (_____) _____-_______ (Optional)

WCU E-mail ____________________________        Other E-mail ____________________________

Current Cumulative GPA ________ Number of hours earned by end of this semester ________
(2.5 or greater is required at all times)

Proposed Graduation Date (mo./yr.) _____/_____    Major ____________________________

Are you a current WCU student? _______     Full-time or part-time? ______________________

Are you pre-registered for classes next semester: ________________?

Please list below the hours you are AVAILABLE TO WORK:

| AM       | Monday   | PM
|----------|----------|----------
|          |          |          |
|          |          |          |
|          |          |          |
|          |          |          |
|          |          |          |

Total hours per week available for work ______

Dates available for work: Starting ______________ Ending ______________

Do you anticipate participation in an activity, teaching, internship or other commitments? ______________________

Have you been hired on-campus for next semester: ______? If so, what Dept. or employer ______________________

Are you planning to attend any Summer courses: ______?

The Department of Residential Living strives to employ qualified individuals for each of our student positions. In doing this, we may not be able to accommodate all applicant requests.

(OVER)
Briefly describe any experiences or skills you have had which are relevant to the position(s) for which you have applied.

In addition to listing your work references below, we are requesting a letter of reference from a previous employer or of character from a professor, advisor, coach, family friend or Church.

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<th>Work References</th>
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<td>Place of Employment:</td>
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Have you ever been fired or received any disciplinary action regarding previous employment: ________________  
If yes, explain fully on an additional sheet.  
Yes or No

Have you ever been convicted of an offense against the law other than a minor traffic violation: ________________  
If yes, explain fully on an additional sheet.  
(A conviction does not mean you cannot be hired. The offense, how recently you were convicted, and other relevant matters will be evaluated in relation to the job for which you are applying.)  
Yes or No

By signing below, I certify that the above information is correct and complete. My signature grants permission for the Department of Residential to access my educational records in order to verify information (check grades, disciplinary history, schedules) and process my application.

Applicant's Signature ___________________________  Date ________________

For Residential Living Use Only

| Records Check: Academic Conduct |
|-----------------|-----------------|
| Academic | Conduct |
| S U | S U |

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Additional Comments:

Reference Comments: