

STUDENT EMPLOYMENT
Western Carolina University
Department of Residential Living

Student Mail Center

We are interested in students who exhibit honesty, enthusiasm, reliability and are team players.

Requirements:

- Abide by the guidelines, policies and regulations of the United States Postal Service, Western Carolina University and Residential Living.
- Display customer service.
- Handle the needs and concerns of customers (student and parent/guardian).
- Communicate significant concerns with Residential Living staff immediately to maintain student satisfaction.
- Remain registered as a full-time student at Western Carolina University and maintain a 2.5 GPA or greater at all times.
- Work some Saturday rotations.
- Continue working through the closing of the semesters, including the last day prior to any holidays or breaks.
- Return early after holidays and breaks for preparation of semester opening operations and training.

Responsibilities:

- Receive and relay messages.
- Transporting, collecting, receiving, sorting, and issuing mail and packages of various sizes and weight.
- Data entry for receiving and delivery of packages.
- Forwarding mail.
- Assist with mail-related questions or concerns and update supervisor as needed.
- Distribute flyers.
- Housekeeping duties.
- Other duties assigned in order to assist the Student Mail Center Supervisor.

STUDENT EMPLOYMENT APPLICATION
Western Carolina University
Department of Residential Living

Student Mail Center

Print/Type Full Name _____ ID # _____

Date of Birth ____/____/____ Do you have a current valid Driver's License? _____

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

Home/Permanent Address _____
Street and/or PO Box # City State Zip Code

Home Phone (____) ____ - ____ Cell Phone (____) ____ - ____ (Optional)

WCU E-mail _____ Other E-mail _____

Applicants are expected to maintain a 2.5 GPA or greater at all times, do you currently meet this requirement? _____

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
_____	_____	_____
_____	Tuesday	_____
_____	_____	_____
_____	Wednesday	_____
_____	_____	_____
_____	Thursday	_____
_____	_____	_____
_____	Friday	_____
_____	_____	_____

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: _____?

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.

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.

Middle Name:

First Name:

Last Name:

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 a character reference from a professor, advisor, coach, family friend or Church.

Work References

Place of Employment:	Supervisor's Name:	Address:	Phone:
_____	_____	_____	_____
_____	_____	_____	_____

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. Yes or No

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.

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 S U Conduct S U

Interview Date	Time	Interviewer	Comments

Additional Comments:

Reference Comments:

