

# LATE NITE@ BALL STATE



## FOR OFFICE USE ONLY

Date Submitted: \_\_\_/\_\_\_/\_\_\_

Interview Date: \_\_\_/\_\_\_/\_\_\_

Interview Time: \_\_\_\_\_ am/pm

## Event Staff Application 2019-2020

**Personal Information:** GPA and other personal information will be kept confidential.

Name \_\_\_\_\_ T-Shirt Size:  Sm  Med  Lg Other: \_\_\_\_\_

BSU ID Number \_\_\_\_\_ BSU Email Address \_\_\_\_\_

Class Level for 2019-2020:  Freshman  Sophomore  Junior  Senior  Grad

### Contact Information:

Primary Phone/Cell Number \_\_\_\_\_

Local (Campus) Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Permanent Phone Number \_\_\_\_\_

Permanent (Home) Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### Academic Involvement:

Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_

Including current semester, list the number of semesters attended at BSU \_\_\_\_\_ Overall GPA \_\_\_\_\_

Anticipated Graduation Date: (Month) \_\_\_\_\_ of (Year) \_\_\_\_\_

Credit Hours expecting to take during Fall 2019 \_\_\_\_\_ Spring 2020 \_\_\_\_\_

### Position Information:

TITLE OF POSITION APPLYING FOR (Please attach yellow "Student Employee Referral" sheet)

How many hours per week do you wish to work approximately? \_\_\_\_\_

Are you willing to work late shifts on weekends?  Yes  No

Are you able to hold employment for the remainder of the 2019-2020 year?  Yes  No

What date are you available to begin employment? \_\_\_\_\_

Are you available for training on Friday, August 16, 2019 from 8:00AM-5:00PM?  Yes  No

**Position Information, Cont.:**

Do you have another student job ON CAMPUS?  Yes  No

If yes, which department(s) do you work? \_\_\_\_\_

If yes, approximately how many hours per week do you work? \_\_\_\_\_

If you use a time clock, please enter your employee bar code number: \_\_\_\_\_

Do you have any job(s) OFF CAMPUS?  Yes  No

If yes, where are you employed (list all)? \_\_\_\_\_

If yes, approximately how many hours per week do you work? \_\_\_\_\_

**Employment History:** *List your most recent or current employer*

Employer \_\_\_\_\_ Date(s) Employed from \_\_\_\_\_ to \_\_\_\_\_

Position Held/Title \_\_\_\_\_

Major Job Responsibilities \_\_\_\_\_

Supervisor's Name & Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact the employer to inquire about your work record?  Yes  No

**APPLICATION QUESTIONS** *(use additional sheets if necessary)*

In your opinion, what is "Late Nite @ Ball State" and what purpose does it serve to the Ball State University campus?

\_\_\_\_\_  
\_\_\_\_\_

Have you attended a Late Nite @ Ball State Event? Why or Why not?\*

*\*Attendance at Late Nite events will not necessarily impact the selection process, we are most interested in the 'why or why not' portion of this question.*

\_\_\_\_\_  
\_\_\_\_\_

Why are you interested in being hired for the Late Nite Event Staff position?

\_\_\_\_\_  
\_\_\_\_\_

How would you handle working in an office environment that is 1) Fast-paced and busy, 2) Slow and calm?

\_\_\_\_\_  
\_\_\_\_\_

What is your idea of good "Customer Service?"

\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION QUESTIONS (cont.)**

How do you handle Difficult or Stressful Situations?

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In a Team Environment, what Role do you typically play?

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What is one of your Greatest Strengths and one of your Weaknesses?

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Please describe three (3) characteristics/qualities/strengths you believe an Event Staff worker for Late Nite should have and how you display these characteristics.

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Additional Information regarding availability: \_\_\_\_\_

**This signature authorizes the employer to verify past employment information, grades, and class schedule at any time:**

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Authorized Applicant Signature

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Position: \_\_\_\_\_ Job Number: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Budget Code: \_\_\_\_\_

Employee Hire Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date to Begin Work: \_\_\_\_/\_\_\_\_/\_\_\_\_ Last Day of Work: \_\_\_\_/\_\_\_\_/\_\_\_\_