



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?

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

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

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

Additional Information regarding availability: _____

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

Authorized Applicant Signature

Date: ____/____/____

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Position: _____ Job Number: _____

Supervisor: _____ Budget Code: _____

Employee Hire Date: ____/____/____ Date to Begin Work: ____/____/____ Last Day of Work: ____/____/____