

Event Staff Application 2023-2024

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: _____
Current Class Level: Freshman Sophomore Junior Senior Grad

CONTACT INFORMATION:

Primary Phone Number: _____
Local (Campus) Street Address: _____
City: _____ State: _____ Zip Code: _____
Permanent Phone Number: _____
Permanent (Home) Address: _____ 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 20[___]: _____ Spring 20[___]: _____

POSITION INFORMATION:

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 school year? Yes No
What date are you available to begin employment? _____

FOR OFFICE USE ONLY

Date Submitted: ___/___/___ **Interview Date:** ___/___/___ **Interview Time:** _____ AM/PM
Position: SCP Event Staff **Job Number:** _____
Supervisor: _____ **Budget Code:** _____
Employee Hire Date: ___/___/___ **Date to Begin Work:** ___/___/___ **Last Day of Work:** ___/___/___

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" and what purpose does it serve to the Ball State University campus?

Have you attended a Late Nite 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?

APPLICATION QUESTIONS (cont.):

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?"

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: ____/____/____