



Application for Employment

Name: _____	Class: _____	Date: _____
Address: _____		
Hinman Box: _____	Phone No: _____	ID No: _____

Please Check Position Applying for (Rank in order of preference if applying for more than one position):

_____ **Information Desk:** The information desk attendant answers the college information line, monitors the Collis Green print stations, sells tickets to campus events and Dartmouth paraphernalia, maintains a public fax machine, and is responsible for signing out keys to student organization offices. The Collis info-desker is often the first student representative for visitors of the College. The attendant must be knowledgeable and well informed about the campus and its activities and have a positive and helpful attitude.

_____ **Tech/Set-Up Crew:** The tech crew members are responsible for the setup, breakdown, and technical aspects of Collis Center events. Manual labor is involved. Set-up crew members must be willing to work flexible hours and may work some evenings and weekends. Crew members will work closely with the Events Manager at Collis to develop a precise knowledge of all technical aspects of the function spaces.

_____ **Student Activities Assistant:** The student activities assistant is responsible for compiling the daily "On Campus Today" calendars, making banners and posters for various events and hanging them around campus, running various errands around campus, creating documents, assisting with filing, and other duties as assigned. Off term student.

Desired number of work hours per week: _____
Able to work more hours? <input type="checkbox"/> Yes <input type="checkbox"/> No Less Hours? <input type="checkbox"/> Yes <input type="checkbox"/> No
Indicate terms on campus: <input type="checkbox"/> 06F <input type="checkbox"/> 07W <input type="checkbox"/> 07S <input type="checkbox"/> 07X <input type="checkbox"/> 07F
Work Study Eligible? <input type="checkbox"/> Yes <input type="checkbox"/> No

Note: you must list the times you cannot work on the back of this form to be considered for a position.
[over]

Please list time commitments outside the classroom:

Related work experience:

Activities/Involvement at Dartmouth:

Briefly state why you would like to work at Collis. What aspects of the job appeal to you?

Please list two references (Faculty/Staff/Administrator at Dartmouth or present Collis staff):

Hours: Include day, evening, late night, and weekend shifts. Flexibility will be considered when choosing staff for the term.

With an "X" indicate times when you are NOT available to work. You must provide your schedule to be considered for a position.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 – 9 am							
9 – 10 am							
10 – 11 am							
11 – 12 pm							
12 – 1 pm							
1 – 2 pm							
2 – 3 pm							
3 – 4 pm							
4 – 5 pm							
5 – 6 pm							
6 – 7 pm							
7 – 8 pm							
8 – 9 pm							
9 – 10 pm							
10 – 11 pm							
11 – 12 am							
12 – 1 am							
1 – 2 am							
After 2 am							

If you have any questions, please Blitz or call The Collis Center at 646-3399. Please return this form to Collis 303. If your qualifications and schedule fit our needs, you will be contacted to set up an interview.