

APPLICATION FOR EMPLOYMENT
Guest Housing Intern
Residence Life & Student Housing
Summer Conferences 2010
Southern Methodist University

Name _____ SMU ID # _____

Social Security # _____ Local Phone # _____

Local Address (campus PO Box) _____ Email _____

Permanent Address (home address) _____

Degree Program/Major _____ Minor _____

Number of semesters completed at SMU _____ Cumulative GPA _____

Attending summer school? YES NO

1st Term Number of credits: _____ 2nd Term Number of credits: _____

Employment History:

Current/Most Recent Position _____

Employer Name & Address _____

Beginning Date _____ Ending Date _____ Phone # _____

Supervisor Name _____ Reason for leaving _____

Duties/Responsibilities _____

Previous Position _____

Employer Name & Address _____

Beginning Date _____ Ending Date _____ Phone # _____

Supervisor Name _____ Reason for leaving _____

Duties/Responsibilities _____

Interested in: Full-Time Part-Time*

*Part-time positions are a set 20 hours per week: 8pm-Midnight Desk Assistant 5 nights per week.

You must have two reference forms completed by non-family members and at least one of the two must be from an SMU faculty/staff member. **Submit to the RLSH Office at 3200 Binkley (Boaz) box #0215 no later than 4:00 PM on Monday, March 1, 2010. Completed Reference Forms may also be faxed to (214)768-4005.**

| Name of Reference | Address | Phone Number |
|-------------------|---------|--------------|
| | | |
| | | |

On a separate sheet of paper please respond to the following questions (must be typed):

1. Why are you interested in working for Summer Conferences at SMU?
2. What skills are necessary to be successful in a conference position and why?
3. Do you have any plans this summer that would require you to be away from campus? If yes, include dates that you need to be away and a brief description of the event.
4. Give an example of good customer service and an example of poor customer service that you have encountered.
5. How will you help promote SMU during the summer conference season?

Yes _____ No _____

I have read and understand the information in the position description.

Yes _____ No _____

I agree to attend the Mandatory Orientation Session (Sunday, April 25 – 1:00-3:00 pm)

Yes _____ No _____

I understand that my availability for outside commitments during Training Sessions from May 21-May30 will be very limited. All training sessions are mandatory during these dates. N/A for part-time position

Yes _____ No _____

I am able to work until August 6, 2010.

Yes _____ No _____

I am able to live on campus during the entire Summer Conference season.

Yes _____ No _____

I understand that as a full time GHA I must be available for 37.5 hours per week, open to flexible scheduling and given at least one week advance notification of shifts.

Yes _____ No _____

I understand that as a part time GHA that my shifts will be 8PM-midnight, 5 nights per week.

I certify that the information contained above is accurate to the best of my knowledge. Residence Life and Student Housing along with Conference Services has my permission to verify my academic and disciplinary standing with the University.

Signature of Applicant

Date

SMU Summer Conference Reference

Applicant Name _____

Reference Name _____ Phone # _____

Relationship to Applicant _____

How long have you known the applicant? _____

Please rate the applicant on the following scale: 1 = poor, 5 = excellent. Include any comments that are relevant to the applicant's ability to perform as a Summer Conference

Staff member.

1. Leadership (ability to lead and establish oneself as a leader) 1 2 3 4 5

2. Motivation/Enthusiasm (willingness to try new things, positive attitude) 1 2 3 4 5

3. Dependability (able to effectively balance commitments) 1 2 3 4 5

4. Ability to work with others (including peers and the general public) 1 2 3 4 5

5. Self-management (able to effectively handle stress/time commitments) 1 2 3 4 5

6. Additional comments – comments are very helpful to our process.

Signature of Reference _____

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SMU Summer Conference Reference

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