Department of Campus Recreation
Montclair State University
Employment Application

(Please PRINT all responses neatly, and complete entire application. Thanks!)

Name: _____ Today's Date: _____

E-mail: _____ CWID _____-_____-_____

Cell Phone: ( ) _____-_____ Major: _____

Status (i.e. sophomore, junior, etc):_____ GPA: _____

Permanent Address:	Local/On Campus Address:
_____	_____
_____	_____
_____	_____

Please indicate in order (1-5) the positions you would like to work (as many or as few as desired)

__Facilities Attendant __Lifeguard __Intramural Referee/Umpire __Personal Trainer

__Office Assistant __Intramural Director __Group Exercise Instructor __Marketing

How many hours per week are you hoping to work (approx.)_____ **Do you have work study? Yes No (not required)**

Certification			Expiration Date	Certification			Expiration Date
CPR	Yes	No	____/____/_____	First Aid	Yes	No	____/____/_____
Lifeguard	Yes	No	____/____/_____	Other: _____			____/____/_____

Requirements of working for MSU Campus Recreation

1. Arrive at all shifts on time, or find a Substitute for every shift
2. Wear your uniform
3. Follow all policies and procedures of the office and Campus Recreation
4. Communicate with Supervisor regularly
5. Attend meetings when assigned
6. Promote Campus Recreation throughout the MSU Community
7. Enhance "Recreational Experience" of all Participants
8. Abide by all University Policies
9. **Have Fun!**

I certify that all information I have provided is accurate, and that I will abide by all Campus Rec requirements should I be hired.

_____

Signature Date

Employment Experience:

1. _____ _____
Position(s) Held Employer Dates of Employment

_____ _____
Supervisor's Name Phone Number Reason for Leaving

(Describe Responsibilities)_____

_____

_____

2. _____ _____
Position(s) Held Employer Dates of Employment

_____ _____
Supervisor's Name Phone Number Reason for Leaving

(Describe Responsibilities)_____

_____

_____

As an employee, how will you promote pride in working for MSU Campus Recreation?

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Discuss your specific skills that will contribute to your performance as a Campus Rec employee?

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What do you contribute one of your weaker skills and describe how you hope working for Campus Recreation will improve that skill area?

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Two important aspects of working in a campus recreation program are policy enforcement & conflict resolution. Describe any experience you may have in conflict resolution and policy enforcement.

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AVAILABILITY

BLOCK OFF THE TIMES YOU ARE NOT AVAILABLE TO WORK! PLEASE WRITE THE REASON AND BE SPECIFIC. THE MORE AVAILABILITY YOU HAVE, THE BETTER CHANCE OF BEING HIRED AND SCHEDULED. SEE EXAMPLE.

Campus Rec needs morning people, but only if you can get up!! - Can you work at 6 am? YES NO
You may change your availability before school starts if you're hired. *You need to attend RecBoard on Fridays at 2:30 p.m.*

EXAMPLE:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2 pm – 3 pm	X CLASS		X CLASS		RecBoard SC – Café B		X Work Job at Home
3 pm – 4 pm	X CLASS		X CLASS				X Work Job at Home

PLEASE FILL OUT:

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

How many hours per week do you hope to work? _____