



COLORADO COLLEGE
1 8 7 4

Student Employment Application

Today's Date: _____

Position Applying For: _____

Name: _____

Worner Box: _____ Telephone: _____

College Address: _____
(Residence Hall and Room, or Street Address and Zip Code)

Current Class Level: First Year Junior Cumulative G.P.A.: _____
 Sophomore Senior Major: _____

Do you have student employment as part of your financial aid award? Yes No

Will you be on campus for the full 2003-2004 academic year? Yes No

If no, when and why will you be gone? _____

How many hours per week do you plan to be available for work? _____

Please answer the following questions in the space provided.

1. List three words that best describe you. _____

2. After reading the job description, please describe your skills and strengths that will contribute to your role as an employee. _____

3. What other work or extracurricular time commitments will you have this year? Please describe:

4. If you were scheduled to work from 1:00pm – 3:00pm and found out that morning that your class was going to meet from 2:00pm – 4:00pm, what would you do? _____

5. List any awards or accomplishments you have received.

6. Please rate yourself in the following areas:

	Room for growth				Excellent
Maturity	1	2	3	4	5
People skills	1	2	3	4	5
Dependability	1	2	3	4	5
Ability to act professionally	1	2	3	4	5
Customer service skills	1	2	3	4	5
Ability to work independently	1	2	3	4	5
Work as a team	1	2	3	4	5

	No experience in this area		Some knowledge but need training		Very competent, could train others
Office skills:	1	2	3	4	5
Typing ability	1	2	3	4	5
Multi-line phone	1	2	3	4	5
Computer use	1	2	3	4	5
Internet research	1	2	3	4	5

7. Please tell us what part of the job is most appealing to you and why. _____

8. Please attach a copy of your resume. If you do not have one, please fill out the information on the next page.

Applications due in _____ no later than 5:00pm _____.

First Round Interviews will be _____

Second Round Interviews will be _____

If hired, training will be _____.

Experience (include full-time, part-time, internships, volunteer, etc.)

Organization _____
Job Title _____ Dates of Service _____
Duties/Responsibilities _____

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Job Title _____ Dates of Service _____
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Duties/Responsibilities _____

Are there any other related skills you would like to tell us about? _____

