



# 6tech Service Desk

## Application for Employment

- 1) Please attach a résumé, if you have a recent one available.
- 2) You may also attach a letter of recommendation from UNCG Staff or Faculty.  
The letter is not required to be considered for employment.
- 3) You also **must** attach a **Writing Sample**.  
A large part of what we do is involved writing descriptions of complex problems. This may be *anything* you've written recently; an article, a paper, a story, or some poetry. We need evidence that you can express complex thoughts in written form with clarity.
- 4) Please return this application to the Service Desk.  
Your writing sample should be attached by paperclip, not stapled, and submitted along with the completed form to the Service Desk. The Service Desk is located at 103 McNutt Building, UNCG. Returning it via on-campus mail or email is preferred.
- 5) We should contact you within 3-4 business days.  
Please do not call us until this time has elapsed.
- 6) If you are hired you will also be required to submit an I-9 form.  
I-9 forms may be obtained at the Student Employment Office in Elliot University Center.

Please **PRINT** your answers to the following questions.

### PERSONAL INFORMATION:

Date: \_\_\_/\_\_\_/\_\_\_  
 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
 Email Address: \_\_\_\_\_@\_\_\_\_\_.

Full **Local** Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Full **Permanent** Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Local** Phone Number ( ) \_\_\_\_\_  
**Permanent** Phone Number ( ) \_\_\_\_\_

Academic Major: \_\_\_\_\_  
 Academic Minor: \_\_\_\_\_  
 Current GPA: \_\_\_\_\_

Class Standing:       FR     SO     JR     SR     GR  
 Other (specify): \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_ Month \_\_\_\_\_ Year

How many hours per week are you able to work? \_\_\_\_\_  
 (Note: You must be able to work at least 6 hours per week)

Do you have a home computer? \_\_\_\_\_ If yes, what platform? \_\_\_\_\_

For office use only:    Date of interview: \_\_\_/\_\_\_/\_\_\_    Hire Rate: \$ \_\_\_/hr.    Hire:  yes  no    Start Date: \_\_\_/\_\_\_/\_\_\_    Student ID Number \_\_\_\_\_

**EXPERIENCE AND SKILLS:**

**Please list previous employment, dates and duties performed:**

Employer: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Supervisor's Telephone Number: (    ) \_\_\_\_\_  
May We Contact?     yes     no  
Length of Employment    From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_  
Duties and Responsibilities:

---

---

---

Employer: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Supervisor's Telephone Number: (    ) \_\_\_\_\_  
May We Contact?     yes     no  
Length of Employment    From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_  
Duties and Responsibilities:

---

---

---

**Please list any recent courses you have taken that have required the use of computers. List the grade received or expected. If courses were taken at a school other than UNCG, please name school.**

| Course Name | Grade | School Name |
|-------------|-------|-------------|
| 1. _____    | _____ | _____       |
| 2. _____    | _____ | _____       |
| 3. _____    | _____ | _____       |
| 4. _____    | _____ | _____       |
| 5. _____    | _____ | _____       |

**Please list and briefly describe any teaching or tutorial experiences you have had.**

---

---

---

---

**Please briefly describe any other computing or customer service skills or experiences that you would like to mention, if not covered elsewhere.**

---

---

---

---

---

## TECHNICAL KNOWLEDGE

**Rate the following operating systems, applications, and programming languages according to your level of expertise, on a scale of 1 to 5. If you have never used any of the following please leave the field blank.**

| Novice<br>1              | Beginner<br>2 | Intermediate<br>3     | Advanced<br>4 | Expert<br>5 |
|--------------------------|---------------|-----------------------|---------------|-------------|
| <b>OPERATING SYSTEMS</b> |               | <b>APPLICATIONS</b>   |               |             |
| WINDOWS 8                |               | MS WORD 13 (PC)       |               |             |
| WINDOWS 7                |               | MS WORD 10 (PC)       |               |             |
| WINDOWS XP               |               | MS EXCEL 13 (PC)      |               |             |
| MACINTOSH OS X           |               | MS EXCEL 10 (PC)      |               |             |
| UNIX                     |               | MS POWERPOINT 13 (PC) |               |             |
| LINUX                    |               | MS POWERPOINT 10 (PC) |               |             |
| Other:                   |               | MS PUBLISHER (PC)     |               |             |
|                          |               | MS PAGEMAKER (PC)     |               |             |
|                          |               | MS ACCESS (PC)        |               |             |
|                          |               | MS WORD 11 (MAC)      |               |             |
|                          |               | MS EXCEL 11 (MAC)     |               |             |
|                          |               | MS POWERPOINT 11(MAC) |               |             |
|                          |               | MS ACCESS 11(MAC)     |               |             |
|                          |               | OPEN OFFICE           |               |             |
|                          |               | DREAMWEAVER           |               |             |
|                          |               | FTP or SFTP           |               |             |
|                          |               | SAS                   |               |             |
|                          |               | SPSS                  |               |             |
|                          |               | PHOTOSHOP             |               |             |
|                          |               | ILLUSTRATOR           |               |             |
|                          |               | LOTUS NOTES           |               |             |
|                          |               | VPN                   |               |             |
|                          |               | VISIO                 |               |             |
|                          |               | Other:                |               |             |
|                          |               |                       |               |             |
| <b>LANGUAGES</b>         |               |                       |               |             |
| C or C++                 |               |                       |               |             |
| SQL                      |               |                       |               |             |
| HTML                     |               |                       |               |             |
| VISUAL BASIC             |               |                       |               |             |
| JAVA                     |               |                       |               |             |
| UML                      |               |                       |               |             |
| Other:                   |               |                       |               |             |
|                          |               |                       |               |             |
| <b>HARDWARE</b>          |               |                       |               |             |
| PC                       |               |                       |               |             |
| MAC                      |               |                       |               |             |
| PRINTER                  |               |                       |               |             |
| NETWORK                  |               |                       |               |             |
| Other:                   |               |                       |               |             |
|                          |               |                       |               |             |

**Our schedule is broken into three-hour blocks. The blocks are fixed and may not be further divided. Accommodations for time to walk to classes are made.**

Please check the boxes that you would like to work. We are not allowing new employees to work all three on a given day at this time.

| Monday                              | Tuesday                             | Wednesday                           | Thursday                            | Friday                              |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> 8AM – 11AM | <input type="checkbox"/> 8AM – 11AM | <input type="checkbox"/> 8AM – 11AM | <input type="checkbox"/> 8AM – 11AM | <input type="checkbox"/> 8AM – 11AM |
| <input type="checkbox"/> 11AM – 2PM | <input type="checkbox"/> 11AM – 2PM | <input type="checkbox"/> 11AM – 2PM | <input type="checkbox"/> 11AM – 2PM | <input type="checkbox"/> 11AM – 2PM |
| <input type="checkbox"/> 2PM – 5PM  | <input type="checkbox"/> 2PM – 5PM  | <input type="checkbox"/> 2PM – 5PM  | <input type="checkbox"/> 2PM – 5PM  | <input type="checkbox"/> 2PM – 5PM  |
|                                     |                                     |                                     |                                     |                                     |

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event that confirmation is needed, I authorize my references and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed and/or criminal action. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications.

Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_