**Office Assistant Application Form**

Thank you for your interest in working at the Connors Writing Center.

Please fill out the following form to the best of your ability.

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UNH ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Class Standing (for the upcoming year**): Sophomore Junior Senior Grad student Continuing Ed

**Major(s) and Minors/ Program of Study:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Semester & Year you are applying for:** Spring Fall \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Have you ever worked for or applied to the CWC before?** Yes \_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_

**How did you hear about the CWC?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Have you ever worked in another position at UNH? \_\_\_\_\_\_\_\_\_\_\_**

**How many hours do you wish to work each week (approximately)?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you are an undergraduate, do you qualify for Federal Work-Study employment?** Yes \_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_

**If you have a general idea of your schedule, when will you be available to work?**

(Our hours are Monday-Thursday 10am-8pm; Friday 10am-2pm. You can fill out the availability form on the last page of this attachment/document. Office Assistants work anywhere between 4-15 hours per week).

**Tell us about your past receptionist-related or office assistant experience:**

**What qualities do you possess that would make you a good receptionist?**

**Why would you like to be a part of the CWC team?**

**Is there anything else you would like to share with us?**

**Reference:**

Please list the name, phone number, and email address of one reface we can contact. Please list a professor, former employer, or other individual familiar with your writing and your work.

Thank you again for your interest. Please return your completed form to the CWC: 329 Dimond Library or email it to [writing.center@unh.edu](mailto:writing.center@unh.edu). Please contact us with any questions at 603-862-3272.

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred # of hours per week: \_\_\_\_\_\_\_\_\_\_\_\_\_

(You are not guaranteed your preferred number of hours. **Please mark ANY and ALL hours you are available, not just the number of hours you wish to work. The more hours you give us, the closer to the number of your preferred hours we can give you).**

* ***Office Assistants (reception):*** Morning shifts begin at 9:30 to help open the Center. We open at 10am.

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| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| 9:30-11:00 |  |  |  |  |  |
| 11:00-12:00 |  |  |  |  |  |
| 12:00-1:00 |  |  |  |  |  |
| 1:00-2:00 |  |  |  |  |  |
| 2:00-3:00 |  |  |  |  | **CLOSED** |
| 3:00-4:00 |  |  |  |  |
| 4:00-5:00 |  |  |  |  |
| 5:00-6:00 |  |  |  |  |
| 6:00-7:00 |  |  |  |  |
| 7:00-8:00 |  |  |  |  |