



SECTION 1: Contact Information

Name:		Date:
UNH ID:	Email Address:	
Phone:	Address:	

SECTION 2: Education

Class Standing (for the upcoming year):

Sophomore
 Junior
 Senior
 Graduate Student

Major(s) & Minor(s)/Program of Study:

SECTION 3: Employment

Start date you are applying for:

Have you ever worked for or applied to the CWC before?:

How did you hear about the CWC?:

Do you qualify for Federal Work-Study employment (undergraduates only)?:

Have you ever worked in another position at UNH?:

How many hours do you wish to work each week (approximately)?:

If you have a general idea of your schedule, when will you be available to work?
Office Assistant coverage is needed Monday - Thursday 9:30am-8pm; Friday 9:30am

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:30am-10am					
10:00am-11:00am					
11:00am-12:00pm					
12:00pm-1:00pm					
1:00pm-2:00pm					
2:00pm-3:00pm					
3:00pm-4:00pm					
4:00pm-5:00pm					
5:00pm-6:00pm					
6:00pm-7:00pm					
7:00pm-8:00pm					

Tell us about your past administrative/reception-related experience:

What qualities do you possess that would make you a good office assistant?:

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

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

SECTION 4: Reference *(a professor, former employer, or other individual familiar with your writing and your work)*

Name:	Phone:
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Email:

Thank you again for your interest. Please return your completed form to the Connors Writing Center (Dimond Library, room 329) or email it to writing.center@unh.edu. Please contact us with any questions at 603-862-3272.