

SALISBURY UNIVERSITY  
FRONT DESK ATTENDANT  
EMPLOYMENT APPLICATION

Salisbury University is an Equal Opportunity/Affirmative Action Employer

Name \_\_\_\_\_ SS# \_\_\_\_\_  
School Address \_\_\_\_\_  
E-mail \_\_\_\_\_ Phone \_\_\_\_\_  
Permanent Address \_\_\_\_\_

Are you a citizen of the United States or an alien eligible for employment under the immigration laws of the U.S.?

Yes \_\_\_\_\_ No \_\_\_\_\_ ( Student visa requires work permit)  
Person to contact in case of emergency \_\_\_\_\_ Phone \_\_\_\_\_

Are you currently a Salisbury University student? Yes \_\_\_\_\_ No \_\_\_\_\_  
Circle your student status: Fr So Jr Sr Gr Major \_\_\_\_\_  
Have you ever been employed at Salisbury University? Yes \_\_\_\_\_ No \_\_\_\_\_

What position are you applying for? \_\_\_\_\_  
Data available? \_\_\_\_\_  
Hours available/ preferred \_\_\_\_\_  
List the days and times of your classes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any skills and special training you have ( i.e. computer knowledge/skills,etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you currently certified in CPR? Yes \_\_\_\_\_ No \_\_\_\_\_ First Aid? Yes \_\_\_\_\_ No \_\_\_\_\_

Employment Experience- Starting with your current or most recent employer, please provide the information indicated below:

Employer \_\_\_\_\_ Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_  
Duties \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_  
Duties \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_  
Duties \_\_\_\_\_ Reason for leaving \_\_\_\_\_

I certify that the information given herein is true and complete to the best of my knowledge. I understand that the information may be verified and in the event of employment, I understand the false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_