

VILLANOVA

University
A Catholic and Augustinian Institution
Founded in 1842

OFFICE OF CONFERENCE SERVICES (OCS)

800 Lancaster Avenue, Galberry Hall, Third Floor
Villanova, PA 19085
www.conferenceservices.villanova.edu

Employment Application - Summer 2008 Conference Staff

Check position(s) you wish to apply for: Please read all job descriptions on our website.

Shift Leader _____ Conference Assistant _____ Service Desk Assistant _____

Please **print or type**: (Note: Both pages of this application must be completed.)

I. Personal

Name: _____ Male _____ Female _____
(Last) (First)

Local Phone #: _____ Email address: _____
Cell Phone #: _____ Campus Mail Box #: _____

Permanent Address: _____

Permanent Phone: _____

II. Employment History

Please list any previous employment you have had with either Villanova University or any outside organizations. Start with the most recent employer. Continue on a separate sheet if necessary or you may attach a resume:

Employer: City/State/Phone #	Position/Supervisor's Name	Date of Employment
		From: _____ To: _____
		From: _____ To: _____
		From: _____ To: _____

III. General

(1) Please list any other time commitments you will have during the summer months. Be sure to include any summer classes (including days and times), other jobs or internships, athletics volunteer work, clubs, committees, etc.

(2) Please list any special skills you may have. Special skills include foreign language ability, computer/typing skills, first aid/CPR, artistic ability, etc.

Villanova University is an Equal Opportunity, Affirmative Action Institution

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(3) Are you 18 years of age or older? Yes ____ No ____ (3a) Are you eligible to work in the United States? Yes ____ No ____

(4) Do you have a driver’s license? Yes ____ No ____
If yes, are you willing to drive a University vehicle? Yes ____ No ____

(5) What is your academic major? _____
(5a) Projected Year of Graduation: _____ (5b) Bachelor Program ____ *or* Graduate Program _____

(6) Have you ever been convicted of a crime other than a summary offense?* Yes ____ No ____
If yes, provide date, offense, and disposition: _____

* A conviction record will not necessarily be a bar to employment.

(7) Please use this space to describe any other qualities, skills, or experiences that you have had in the hospitality industry or customer service skills you have acquired in the past.

IV. References

Please select three people as references. References should come from an administrator at your school, a faculty member, residential life staff member or past employer.

Please list the names and telephone numbers of your references below:

- 1. _____
- 2. _____
- 3. _____

V. Summer Housing/Start Date Availability

Housing

Please indicate whether you will need housing for the summer.
Yes ____ No ____

Availability

Orientation and/or work assignments will commence between May 14 and May 21.
When are you available to start? _____

Return this application as soon as possible.

Sue Scollon, Conference Services Manager
Office of Conference Services
Villanova University
Galberry Hall, Third Floor
800 Lancaster Avenue
Villanova, PA 19085
Phone: #610-519-7895
Email: susan.scollon@villanova.edu

We will call you regarding an interview. *Thank you for your interest in Conference Services at Villanova University.*

By submitting this application:

I certify that the information provided on this application (and accompanying resume, if applicable) is true and complete to the best of my knowledge.
I authorize investigation of all statements contained herein, and the contracting of references and previous employers. I release such persons an all parties from liability for communications involving my potential employment.
I understand that neither this application, nor any offer of employment from Villanova University constitute an employment contract, unless a specific document to that effect is executed in writing by both the University and the employee.
I understand that my employment is for no specified period of time and may be ended by either myself or by the University at any time.
If employed, I understand that false or misleading information provided in my application, resume or interview(s) may result in immediate discharge.
I agree to abide by all rules and regulations of the University.

Signature: _____ **Date:** _____
Signature required if not submitted by online application.*

EQUAL OPPORTUNITY EMPLOYER

It is the policy and practice of Villanova University to recruit and select applicants on the basis of their qualifications and ability without regard to race, color, religion, national origin, age, sex, disability, or veteran status.

**By submitting an online application, you are agreeing to the terms in the box to the left of this statement and submission of this application acts as your signature.*