



Dining Services

# Student Job Application

**Step 1:** Complete this application and return to Rose Benedict, Campus Dining Marketing Specialist, Room 119 of the University Center, or scan the form and e-mail to rbenedic@umw.edu.

**Step 2:** Go on line to Sodexo.BalanceTrak.com. Search "Fredericksburg", then click the "apply" button for a student position. E-mail Rose Benedict when you have completed the on line application.

**Step 3.** Qualified applicants will be contacted to set up an interview by the appropriate Campus Dining Manager.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Last 4 digits of Social Security Number: \_\_\_\_\_

**Please circle any and all positions of interest:**      Food Server              Cashier              Room Attendant

Utility/Dishwasher              Food Preparation              Catering Wait Staff              Bartender

Student Manager              Mystery Shopper              Marketing Assistant              Student Dining Ambassador

**Are you willing to take an "on call" position?**     Yes     No

(There is no set schedule; you would be called in to cover shifts when other workers call out. "On call" positions often develop into regular staff positions)

**Previous Experience:** Note name of employer, position, & dates of employment

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

**Skills, Awards:** Note skills, proficiencies, awards or recognitions

\_\_\_\_\_  
\_\_\_\_\_

**Maximum Number of Hours you wish to work each week:** \_\_\_\_\_

**Complete the Availability Information on the back of this sheet.**

# Your Availability

Employees are scheduled to work according the availability and maximum number of desired weekly hours provided. We are flexible and try to work around your class obligations. However, you will be expected to report to work according to our posted schedules. You must provide us at least two week's written advance notice (fill out the adjustment request form) if your availability will change for any reason, even if only for one day. Any changes requested due to emergency situations or unexpected class assignments after schedules have been posted will be reviewed by managers on a case by case basis.

**List ALL of the days and hours that you would be available to work on a regular basis, even if those hours, when combined, would exceed the maximum number of hours per week you wish to work.** You will not be scheduled to work more than your stated maximum weekly hours. Please do NOT list your class schedule! Do not list as "available" any days/times on which you know you'll have frequent conflicts. A sample form is shown below.

## Sample

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2 to 9 p.m.	8 to 10 a.m.	N/A	8 to 10 a.m.	4 p.m. to mid-night	8 a.m. to 10 a.m.	Noon to mid-night
	2 p.m. to 5 p.m.		2 p.m. to 5 p.m.		2 p.m. to 5 p.m.	

## Your Availability

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

**List specific dates this fall that you would NOT be available to work due to prior commitments.** These would be infrequent dates which would only interfere with your availability on a sporadic basis.
