ASC Receptionist

**Application Due: Friday, 11/1/19 by 5 pm**

**Applicant Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Cal Poly EMPLID: |  |
| Cell Phone: |  |  | Class (*Soph*, etc): |  |
| College Major: |  |  | Grad Quarter/Year: |  |
| **Cal Poly** Email: |  |  | Overall Cal Poly GPA: |  |

**Position –** tell us what interests you about this job:

**Experience –** describe former work experience, approximate keyboarding speed, and familiarity with computer applications.

*Experience* –

*Keyboarding* –

*Applications* –

**Hours** – We are open 9 AM to 5 PM. Can you work 6-10 flexible hours per week (possibly 2-5 hours per day):

**Skills & Abilities –** what personal skills and abilities will you bring to the job:

**Campus Resources** – describe your knowledge of Cal Poly’s resources:

**Documentation** – if hired, could you provide University Payroll Services with actual Social Security card or other federal documentation (visa, work permit, etc.):

**Submission Directions:**

* Return this application as a **Word.doc**. Do not convert to PDF, JPEG, etc.
* Change the file name to your **last name**.
* Email your completed application to tforzett@calpoly.edu by the deadline.