

**Museums of Beloit College
Application for Work-Study Employment**

_____ Semester/Year

Date _____

Name _____ Campus Phone _____

Email _____ Cell Phone _____

Box # _____ Student ID# _____

Class Year this semester: _____ Freshman _____ Sophomore _____ Junior _____ Senior

Allotted Work-Study Hours per week _____ or number of hours desired if less _____

Requirements:

- 1) A sense of responsibility and dependability.**
- 2) Punctuality and responsibility for your scheduled hours.**
- 3) A courteous, positive and helpful attitude, ability to interact with visitors and talk on the phone.**
- 4) A clean and neat appearance, an enthusiasm for the work and an overall positive attitude.**
- 5) Every employee may be asked to work for three additional non-scheduled hours as advertised by the personnel manager per semester (ex. Gallery openings, parents weekend, perspective weekends, etc.).**

Please explain why you want to work in the Museums of Beloit College:

Do you have any retail background or experience working with the public? If so explain:

Give any job experience, skills, or special interests that may contribute to working for the museums.

Name _____

Date _____

Please fill out the schedule below to indicate which hours you are NOT available to work (include all classes, labs, meetings, practices, everything!) Regular scheduled hours are between 7:45 am to 5 pm, Monday through Friday. 10:45 am to 4 pm, Saturday and Sunday. There is also the possibility of occasional evening hours.

	MON	TUES	WED	THURS	FRI	SAT	SUN
8 - 9							
9 -10							
10 -11							
11 -12							
12 - 1							
1 - 2							
2 - 3							
3 - 4							
4 - 5							
Evenings							

Are you able to work over any breaks or during the summer Yes No
If Yes please tell me when:

Return to Becky Moffett – Office 211 - Wright Museum of Art – Phone 363-2671.

Additional guidelines will be provided after employment. Failure to comply with museums' policy will be considered grounds for termination of employment.

For Office Use Only	
<input type="checkbox"/> Excel Sheet	
<input type="checkbox"/> Contact List	
<input type="checkbox"/> Schedule	
<input type="checkbox"/> Email	
<input type="checkbox"/> Time Trax	Placement _____
<input type="checkbox"/> Museum Discount	