



OFFICE OF RECREATION SERVICES • BALL STATE UNIVERSITY
EMPLOYMENT APPLICATION

Position Applying For: _____ Job Number: _____
Are you interested in working for other areas with BSU REC? (yes/no) Where? _____

PERSONAL INFORMATION

Name: _____	Birthday (optional): ____/____/____
BSU E-mail: _____	BSU Student ID #: _____
Local Address: _____	City: _____ State: ____ Zip: _____
Permanent Address: _____	City: _____ State: ____ Zip: _____
Local Phone Number: _____	Cell Number: _____

EDUCATION INFORMATION

Year in School (Circle One) FR SO JR SR Grad Available in summer (Yes/No): _____
Major: _____ Minor (if applicable): _____
Undergraduate students are required to register for 6 hours to be eligible to work on campus
Graduate students are required to register for 5 hours to be eligible to work on campus

CERTIFICATION INFORMATION

All certifications must be American Red Cross. Please submit a copy of all certifications.
Expiration Dates of Certifications:
CPR: _____ CPR/PR: _____ First Aid: _____ AED: _____
LGI: _____ Lifeguard: _____ WSI: _____ Other(s): _____
If you are not certified in First Aid, CPR and AED, you will be required to become certified and demonstrate the skills upon employment.

PREVIOUS WORK EXPERIENCE

1. Employer: _____	Position Held (title): _____
Supervisor (name): _____	Phone Number: _____
Dates Employed: _____	Responsibilities: _____

2. Employer: _____	Position Held (title): _____
Supervisor (name): _____	Phone Number: _____
Dates Employed: _____	Responsibilities: _____

3. Employer: _____	Position Held (title): _____
Supervisor (name): _____	Phone Number: _____
Dates Employed: _____	Responsibilities: _____

WORK WITH BSU REC

Have you ever worked for the Office of Recreation Services? (Yes/No) _____
If yes, what area did you work and who was your supervisor? _____
If yes, why do you no longer work for us? _____

ADDITIONAL INFORMATION

Please answer the following questions as they relate to the position for which you are applying. Your answers will be used in the preliminary application screening process. (Add additional pages if necessary)

I. Briefly explain why you are interested in working for Recreation Services.

II. Safety is paramount at Recreation Services; what would you do to emphasize the importance of safety to patrons?

III. Describe your definition of customer service and provide one example. Describe your methods of identifying a customer's needs.

IV. Describe past experiences that will help you meet the needs of the patrons who use Recreation Services' facilities and programs.

V. How would you deal with a dissatisfied patron?

AVAILABILITY

Early morning, late night, and weekend hours are required of all Recreation Services Employees

How many hours per week would you like to work (20 hours max)? _____

Do you currently have another job on campus? (yes/no) ____ Where? _____

If you have or have had a prior job on campus, do you have a barcode? _____

How many hours do you work there? _____ Supervisor Name: _____

Do you have any commitments other than class? (Yes/No) _____

If so, please list? _____

PLEASE COMPLETE THE ATTACHED AVAILABILITY SHEET

By signing below: I hereby certify that all statements made on this application and all other documents I have submitted in support of my application are true and complete to the best of my knowledge. My signature also indicates that I give Ball State University, and the Office of Recreation Services (as my possible employer) full and complete authority to complete a criminal background history check (including date of birth), regardless of where I have lived or currently reside. I do understand that this be conducted in accordance within the Indiana State Police, or other outside agencies. I understand this check will also include a motor vehicle check as well.

Employee Signature: _____

Date: _____

EMPLOYEE AVAILABILITY SHEET

Please cross out all times you have class or other commitments, and highlight the times you prefer to work.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
5-6 a.m.	5-6 a.m.	5-6 a.m.	5-6 a.m.	5-6 a.m.	5-6 a.m.	5-6 a.m.
6-7 a.m.	6-7 a.m.	6-7 a.m.	6-7 a.m.	6-7 a.m.	6-7 a.m.	6-7 a.m.
7-8 a.m.	7-8 a.m.	7-8 a.m.	7-8 a.m.	7-8 a.m.	7-8 a.m.	7-8 a.m.
8-9 a.m.	8-9 a.m.	8-9 a.m.	8-9 a.m.	8-9 a.m.	8-9 a.m.	8-9 a.m.
9-10 a.m.	9-10 a.m.	9-10 a.m.	9-10 a.m.	9-10 a.m.	9-10 a.m.	9-10 a.m.
10-11 a.m.	10-11 a.m.	10-11 a.m.	10-11 a.m.	10-11 a.m.	10-11 a.m.	10-11 a.m.
11- noon	11- noon	11- noon	11- noon	11- noon	11- noon	11- noon
noon-1 p.m.	noon-1 p.m.	noon-1 p.m.	noon-1 p.m.	noon-1 p.m.	noon-1 p.m.	noon-1 p.m.
1-2 p.m.	1-2 p.m.	1-2 p.m.	1-2 p.m.	1-2 p.m.	1-2 p.m.	1-2 p.m.
2-3 p.m.	2-3 p.m.	2-3 p.m.	2-3 p.m.	2-3 p.m.	2-3 p.m.	2-3 p.m.
3-4 p.m.	3-4 p.m.	3-4 p.m.	3-4 p.m.	3-4 p.m.	3-4 p.m.	3-4 p.m.
4-5 p.m.	4-5 p.m.	4-5 p.m.	4-5 p.m.	4-5 p.m.	4-5 p.m.	4-5 p.m.
5-6 p.m.	5-6 p.m.	5-6 p.m.	5-6 p.m.	5-6 p.m.	5-6 p.m.	5-6 p.m.
6-7 p.m.	6-7 p.m.	6-7 p.m.	6-7 p.m.	6-7 p.m.	6-7 p.m.	6-7 p.m.
7-8 p.m.	7-8 p.m.	7-8 p.m.	7-8 p.m.	7-8 p.m.	7-8 p.m.	7-8 p.m.
8-9 p.m.	8-9 p.m.	8-9 p.m.	8-9 p.m.	8-9 p.m.	8-9 p.m.	8-9 p.m.
9-10 p.m.	9-10 p.m.	9-10 p.m.	9-10 p.m.	9-10 p.m.	9-10 p.m.	9-10 p.m.
10-11 p.m.	10-11 p.m.	10-11 p.m.	10-11 p.m.	10-11 p.m.	10-11 p.m.	10-11 p.m.
11-midnight	11-midnight	11-midnight	11-midnight	11-midnight	11-midnight	11-midnight

MARKETING APPLICANTS ONLY

SOFTWARE

- Adobe InDesign
- Adobe Dreamweaver
- Adobe Acrobat
- Adobe Photoshop
- Adobe Illustrator
- Adobe Flash
- Apple Keynote
- Microsoft Excel
- Microsoft Access
- Microsoft Powerpoint
- FinalCut Pro

Other:

SKILL/ABILITY

- Print, Web, Multimedia design
- Photography
- Audio/video
- Public relations
- Marketing
- AP Style
- PHP
- ASP
- MySQL
- HTML, XHTML, DHTML
- Java script
- Action script 2.0, 3.0

Other: