Name:_____ Date:_____

Home Address: Home Phone:

                                               Local Phone:

Local Address: E-Mail Address:

Have you ever applied for a Lab Management Position?   Yes   No

Class Rating in the Fall: Fresh Soph   Junior Senior Grad

Major: _____   Expected Graduation Date:_____

Number of Hours per week that you can work: ___
Usually 12-19 hours/week are assigned.

Can you work
         Quarter breaks? _____   Holidays? _____   Weekends? _____
         Early mornings? _____   Afternoons? _____   Evenings? _____

If you are currently employed, do you intend to work both jobs?_____

Please list your last 3 jobs:

Dates Employed:	Job Title	Company Name/Phone number:
Salary		Supervisor Name:
Duties		
Reason for job ending:		
Dates Employed:	Job Title	Company Name/Phone number:
Salary		Supervisor Name:
Duties		
Reason for job ending:		
Dates Employed:	Job Title	Company Name/Phone number:
Salary		Supervisor Name:
Duties		
Reason for job ending:		

Please place a check by the software for which you have experience:

Macintosh		IBM (or compatible)	
Microsoft Word	_____	Microsoft Word	_____
Microsoft Excel	_____	Microsoft Excel	_____
Microsoft PowerPoint	_____	Microsoft PowerPoint	_____
Adobe Photoshop	_____	Microsoft Access	_____
Adobe Premiere	_____	Adobe Photoshop	_____
Adobe Illustrator	_____	Adobe Premiere	_____
Adobe PageMaker	_____	Adobe Illustrator	_____
Macromedia Director	_____	Adobe PageMaker	_____
Macromedia Freehand	_____	Macromedia Director	_____
NCSA Telnet	_____	Macromedia Freehand	_____
Netscape Communicator	_____	Word Perfect	_____
Microsoft Internet Explorer	_____	eXceed (X-Windows)	_____
Eudora	_____	SAS for DOS/Windows	_____
Fetch	_____	CRT Telnet	_____
Deadalus	_____	Netscape Communicator	_____
MacOS 8.x	_____	Microsoft Internet Explorer	_____
		Eudora	_____
		WS_FTP	_____
		Windows95	_____

Are there any other software packages that you are familiar with that are not listed above?

Please place a check by the Information Technology departments you have had contact with:

IT Training	_____	Center for Advanced Information Technology (CAIT)	_____
IT Express	_____	Computer Printer & Repair(CPR)	_____
Other	_____		

Information Resources Computer Rooms in

307 SurgeIV	_____	247 Olson	_____	27 Olson	_____
301A Surge IV	_____	241 Olson	_____	21 Olson	_____
301B Surge IV	_____	163 Shields	_____	TB114	_____
1131 Meyer	_____	1102 Hart	_____	The Station	_____
1154 Meyer	_____	1101 Hart	_____		
(New Media Lab)		(New Media Distribution Lab)			

Please enter the model or processor type of computers you have used before. If you have had no experience then simply write down "none". (ie. PowerMac 7600, PC - 486DX2, Pentium)

Mac _____   PC   _____

_____   _____

Do you own a computer at home and, if so, what kind? How long have you owned the computer and what do software do you use on it?

Do you have any office-type job experience? If yes, please explain.

Do you have any experience in which you were the sole organizer? If yes, please explain.

Please list any spreadsheet or word processing applications you have used.

Do you use e-mail? If yes, what e-mail program do you use?

Describe any experience you have creating web pages.

What public relations experience have you had?

Do you have any experience dealing with the University administrative system? Please list experience and expand.

List any customer service experience you have.

Have you ever taught classes, workshops, summer-camp programs? Have you ever tutored anyone?

What is your perception of this position?

What skills do you possess that would benefit this position?

Please list any references below:(no family members)
(If you wish, you can attach a resume or letters of recommendations.)