

**Millersville University Office of the President Student Assistant Application**

*(For President's Office Staff Use Only)*

**Interview Date**  
**Interview Time**

**Date of Birth**  
**Date of Hire**

**Full Name** \_\_\_\_\_ **MU ID #** \_\_\_\_\_ **MOO** \_\_\_\_\_

**Main Address** \_\_\_\_\_

**City / State / Zip** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**Graduation Year** \_\_\_\_\_ **Major** \_\_\_\_\_

**When is the best day and time to reach you?**      **M**      **T**      **W**      **Th**      **F**

**How many hours can you work per week? Days?** \_\_\_\_\_

**Are you available summer and holiday breaks?**      **Yes**      **No**

**Have you ever been employed on our campus?**      **Yes**      **No**

**Location** \_\_\_\_\_ **Supervisor** \_\_\_\_\_

**When are you available to start this position?**      **Date (month / day)** \_\_\_\_\_

**Please list past clerical/office experience (on and off campus) and give details of job duties.**

\_\_\_\_\_

\_\_\_\_\_

**What is your typing speed?** \_\_\_\_\_ **words per minute**

**Have you had experience answering phones?**      **Yes**      **No**

**If yes, please include details (types of calls, number of lines, etc.)**

\_\_\_\_\_

**List other work experience:**

\_\_\_\_\_

\_\_\_\_\_

**Please list three adjectives that best describe you.**

**1** \_\_\_\_\_

**2** \_\_\_\_\_

**3** \_\_\_\_\_

**Please list extracurricular activities and interests.**

\_\_\_\_\_

\_\_\_\_\_

**Please provide three references (please do not list relatives).**

**Name**      **Title**      **Phone Number**

**1** \_\_\_\_\_

**2** \_\_\_\_\_

**3** \_\_\_\_\_