FITNESS, WELLNESS, AND RECREATION DEPARTMENT

Student Employment Application
Westminster College

Instructions: Applications must be submitted electronically to Traci Siriprathane, Director of Fitness, Wellness, and Recreation, tsiriprathane@westminstercollege.edu. All applicants must submit a cover letter, Fitness, Wellness, and Recreation Department Application, and Resume. Incomplete applications will result in disqualification of application.

Application Deadline: Open Until Filled

Please fill in all the information below.

Position Applying For: Reception Attendant

Date:

Name:

Year in School:

Major:

Are you eligible for a Federal Work Study Grant?

Expected Graduation Date (Fall, Spring/Year):

Phone Number:

Westminster College Email*:
*All correspondence will be sent to your Westminster email account.

Number of preferred hours per week would you want to work? NA
Please note students are only allowed to work up to 20 hours/week during the school year.

Must be available to work all or some of the available shifts:
Mondays: 2 - 4 pm
Tuesdays: 2 - 4 pm
Thursdays: 5:45 - 8:30 AM
Fridays: 5:45 - 9:00 AM
Saturdays: 8:45 AM - Noon
Saturdays: 6:00 - 9:00 PM
To complete the application please respond to all of the following questions. Please type your answers to all questions.

1. Why are you interested in this position?

2. Describe your prior work experience related to this position. Specifically, include:
   - Prior Employer(s)
   - Dates of Employment
   - Description of Job Responsibilities
   - Description of Accomplishments
   - Reason for Leaving

3. Describe your personal experience related to this position.

4. Please list all certifications you hold. If you are in the process of working toward a certification, please list the certifying organization and expected date of testing.

5. How do you think Customer Service is important as a Reception Attendant?

6. What does the term “wellness” mean to you?

7. Describe how you integrate healthy wellness practices into your life.

8. Please provide three references, including one campus reference. Provide the full name, phone number, and email for each individual.

Cover Letters, Applications and Resumes must be submitted electronically to Traci Siriprathane, at tsiriprathane@westminstercollege.edu. Application Deadline: Open Until Filled