

Front Desk Application

University Learning Center

DePaolo Hall 1056 • 910-962-7857 • ulc@uncw.edu

Thank you for your interest in the Front Desk Assistant position. Our Center is open Mondays through Thursdays 8 am-9 pm; Fridays 8 am-5 pm; and Sundays 2 pm-9 pm except during school breaks. Please complete and return to University Learning Center, UNC Wilmington, 601 S. College Rd., Wilmington, NC 28403-5968. Fax: 910-962-3727. If your skills are needed, you will be contacted for an interview.

Personal	Name (Last, First, Middle)		BANNER ID		Major	
	Address				Cell phone	
	UNCW email address		Work Study Award \$ _____ per semester		Class Freshman Sophomore Junior Senior	
Education	Degree Expected or Received	Date Mo/Year	Name of Educational Institution	Major	Minor(s)	Grade Point Average
	Are you on or have you been on disciplinary probation, conduct suspension, or found responsible of an honor code violation at this or any other university?				If yes, please attach an explanation.	
Employment Experience	Employer's Name & Address		Position and Duties		From Mo/Year	To Mo/Year
	Are you currently or have you ever been employed by another UNCW department? If so, please specify.					
Availability	Please list your availability, include times and days from Sunday to Friday.			Please list your class schedule.		
	Sun					
	Mon					
	Tues					
	Wed					
	Thu					
	Fri					
Memberships in clubs or organizations:						
Is there anything else you would like us to know about you?						

Please read the following statements carefully:

The information on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I authorize persons, schools, organizations, and previous employers named in this application (and accompanying resume, if any) to provide the UNCW University Learning Center with any relevant information that may be required to arrive at an employment decision.

Signed _____

Date _____