



**APPLICANT INFORMATION**

Last Name				First			M.I.	Birth date		
Street Address							Apartment/Unit #			
City				State			ZIP			
Cell Phone				E-mail Address						
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain							

**EDUCATION**

College				Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					

**ACKNOWLEDGEMENTS – Please Read Carefully**

I acknowledge my eligibility and potential future employment are contingent on successfully completing and passing a comprehensive criminal background check.	YES <input type="checkbox"/>
I acknowledge my eligibility and potential future employment are contingent on upholding and supporting the Virginia Tech Principles of Community ( <a href="http://inclusive.vt.edu/vtpoc0.html">http://inclusive.vt.edu/vtpoc0.html</a> ) and the mission of Housing and Residence Life ( <a href="http://housing.vt.edu/about/Mission_Vision.html">http://housing.vt.edu/about/Mission_Vision.html</a> ).	YES <input type="checkbox"/>
I understand my personal responsibility to submit appropriate documentation to Services for Students with Disabilities if accommodations are needed at any point in the hiring process	YES <input type="checkbox"/>

**POSITION INTEREST**

*Please complete the short-answer questions below about your interest in working with Conference and Guest Services.*

Why are you interested in working for Conference & Guest Services?

Please give an example of when you provided excellent customer service in the past:

Name three traits that you possess that would make you an asset to Conference & Guest Services:

Describe any leadership roles that you've held:

**Please rank the positions in order of your preference: Conference Aide, Setup Crew Manager, Setup Crew, or Desk Attendant.**

Conference Aide

Setup Crew Manager

Setup Crew

Desk Attendant

### ADDITIONAL INFORMATION

**If you are selected for a CGS position, we will need the following information to plan for your experience.**

Some positions can allow scheduling to allow students to take summer classes or have other engagements. We will need to know your expected enrollment for summer as some other positions require availability throughout the normal business day and/or evening hours. We strive to work with employees when possible. Are you taking summer classes?

YES

NO

CGS employees may reside on campus for the summer in a residence hall as part of their employment (included in employment). It is not required; however, there are some positions where an on-duty schedule requires response to guest needs, so reliable transportation is required. Do you need on-campus staff housing for the summer?

YES

NO

Staff Polo Shirt Size:

Staff T-Shirt Size:

### REFERENCES

**Please list three professional references.**

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

PREVIOUS EMPLOYMENT	
Company	Phone
Address	Supervisor
Job Title	
Responsibilities	
From	To
Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>	
Company	Phone
Address	Supervisor
Job Title	
Responsibilities	
From	To
Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>	
DISCLAIMER AND SIGNATURE	
<p>Thank you for taking the time to complete your application. Please review all information in the previous sections before submitting.</p> <p>Please attach a copy of your resume upon submission of the application.</p> <p>I certify that this application is complete and accurate to the best of my knowledge.</p>	
Signature:	Date:

**Please Mail Your Application & Resume to:**

Conference and Guest Services  
 New Hall West, Suite 134 (0919)  
 190 West Campus Drive  
 Blacksburg, VA 24061

**Or Email to:**  
[conferences@vt.edu](mailto:conferences@vt.edu)