

# Application for MLC Front Desk: FALL 2016

Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**INSTRUCTIONS:**

- Boxes that are “grayed” out are hours that the MLC is closed.
- Write the word **WORK** in the boxes that represent days and times you are available to work. The intent is to put together a schedule that works best for the MLC, as well as optimize front desk students are on campus.

| time    | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------|--------|--------|---------|-----------|----------|--------|
| 9-10    |        |        |         |           |          |        |
| 10 - 11 |        |        |         |           |          |        |
| 11 -12  |        |        |         |           |          |        |
| 12 - 1  |        |        |         |           |          |        |
| 1 - 2   |        |        |         |           |          |        |
| 2 - 3   |        |        |         |           |          |        |
| 3 - 4   |        |        |         |           |          |        |
| 4 - 5   |        |        |         |           |          |        |
| 5 - 6   |        |        |         |           |          |        |

How many hours per week are you interested in working? \_\_\_\_\_

If hired, you may be required to attend training session(s) prior to starting work. By signing below you are stating that the information on this form is true and accurate. You also accept that your name may be posted on the MLC website.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_