



# STUDENT EMPLOYMENT APPLICATION

Student Union & Event Services  
 4505 South Maryland Parkway, Las Vegas, NV 89154-2008  
 Phone: (702) 895-3221 Fax: (702) 895-1609  
<http://eventservices.unlv.edu>

<b>NAME:</b> _____	<b>NSHE #:</b> _____
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## POSITIONS AVAILABLE

**Conference Housing** - The Conference Housing team supports the day-to-day operation of our housing for conference and individual stay guests. They interact with guests at the North Tonopah desk assisting with room check-in/out, processing payments, providing general assistance during their stays, and also work behind the scenes preparing rooms for our guests.

**Positions:** • **Conference Housing Team Member (August - May Only)**

**Event Operations** - The Event Operations team works primarily behind the scenes, but also interact daily with our event clients and guests. They are responsible for the physical set-up and tear-down of all furniture and equipment for our meeting rooms and event spaces. They also operate and troubleshoot our A/V equipment.

**Positions:** • **Audio/Visual Technician** • **Event Operations Team Member**

**Sales & Business Operations** - The Sales & Business Operations team provides administrative assistance to our main office. They support our sales and marketing efforts, assist with billing for events in our facilities, and also help manage aspects of our budget and expenditures.

**Positions:** • **Business Assistant** • **Marketing Assistant**

**Scheduling & Conferences** - The Scheduling & Conferences team interacts closely with our event clients at our reservation desk. They assist our clients with the reservation process for all meetings, events, and overnight stays located in our various facilities.

**Positions:** • **Registration Assistant** • **Reservation Assistant** • **Scheduling Assistant**

**Student Union Facilities** - The Student Union Facilities team exists to support the day-to-day operation of the Student Union building. They interact very closely with guests at the Information Desk providing general facility, campus and event information. They are also responsible for overseeing activities in the Game Room.

**Positions:** • **Facility Manager** • **Game Room Attendant** • **Guest Services Attendant (Information Desk)**

PLEASE SELECT UP TO THREE POSITIONS:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

## PERSONAL INFORMATION

**Local Address:** \_\_\_\_\_ **Apt/Suite #:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_  HOME  CELL  OTHER **Alt Phone:** \_\_\_\_\_  HOME  CELL  OTHER

**E-mail Address:** \_\_\_\_\_

## EDUCATION

**Current Class Standing:**  Freshman  Junior  Graduate  Sophomore  Senior  Other **Expected Graduation:**  Fall  Spring 20\_\_\_\_\_

**Major:** \_\_\_\_\_ **Current Semester Number of Credit Hours:** \_\_\_\_\_  
(Required Minimum: 6 - Undergraduate, 5 - Graduate)

The Campus Life GPA Policy requires all students to maintain a 2.25 cumulative and 2.00 semester GPA to serve and remain in any active leadership or employment position. *Is your cumulative GPA greater than or equal to 2.25?*  Yes  No

## ADDITIONAL INFORMATION

**Have you ever worked at UNLV?**  Yes  No **If "Yes," where?** \_\_\_\_\_  CURRENTLY  PREVIOUSLY

**How many hours per week would you like to work?** *(Maximum 20 hours per week)* \_\_\_\_\_

**Date Available to Begin:** \_\_\_\_\_ **Do you receive Federal Work Study?**  Yes  No

NOTE: Employment for all positions is year-round, except for Conference Housing Team Members (August - May Only).

**APPLICABLE SKILLS**

Please list any skills and/or coursework that relates to or qualifies you for the position(s) you are applying for:

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Please list your involvement in any organizations and/or extra curricular activities at UNLV and in the community:

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Please list any special training and/or certifications you have received that relate to or qualifies you for the position(s) you are applying for:

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**EMPLOYMENT/VOLUNTEER HISTORY** *(List Most Recent or Current First)*

Employer: \_\_\_\_\_ Your Title: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ per hour

Duties: \_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Your Title: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ per hour

Duties: \_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Your Title: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ per hour

Duties: \_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_

**AVAILABILITY**

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

Please list the hours you are available for the current or next semester. Place an "X" during the hours you are available.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 a.m. - 6:30 a.m.							
6:30 a.m. - 7:00 a.m.							
7:00 a.m. - 7:30 a.m.							
7:30 a.m. - 8:00 a.m.							
8:00 a.m. - 8:30 a.m.							
8:30 a.m. - 9:00 a.m.							
9:00 a.m. - 9:30 a.m.							
9:30 a.m. - 10:00 a.m.							
10:00 a.m. - 10:30 a.m.							
10:30 a.m. - 11:00 a.m.							
11:00 a.m. - 11:30 a.m.							
11:30 a.m. - 12:00 p.m.							
12:00 p.m. - 12:30 p.m.							
12:30 p.m. - 1:00 p.m.							
1:00 p.m. - 1:30 p.m.							
1:30 p.m. - 2:00 p.m.							
2:00 p.m. - 2:30 p.m.							
2:30 p.m. - 3:00 p.m.							
3:00 p.m. - 3:30 p.m.							
3:30 p.m. - 4:00 p.m.							
4:00 p.m. - 4:30 p.m.							
4:30 p.m. - 5:00 p.m.							
5:00 p.m. - 5:30 p.m.							
5:30 p.m. - 6:00 p.m.							
6:00 p.m. - 6:30 p.m.							
6:30 p.m. - 7:00 p.m.							
7:00 p.m. - 7:30 p.m.							
7:30 p.m. - 8:00 p.m.							
8:00 p.m. - 8:30 p.m.							
8:30 p.m. - 9:00 p.m.							
9:00 p.m. - 9:30 p.m.							
9:30 p.m. - 10:00 p.m.							
10:00 p.m. - 10:30 p.m.							
10:30 p.m. - 11:00 p.m.							
11:00 p.m. - 11:30 p.m.							
11:30 p.m. - 12:00 a.m.							
12:00 a.m. - 12:30 a.m.							
12:30 a.m. - 1:00 a.m.							

**PLEASE ATTACH YOUR CURRENT OR NEXT SEMESTER CLASS SCHEDULE.**

**REFERENCES** (Please List Three Professional References)

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

Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

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

Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

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

Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

**MISCELLANEOUS**Have you ever been convicted of or pled guilty to a crime?  Yes  No*(Please answer "No" for any annulled, expunged or sealed records, minor traffic violations, misdemeanors, or any conviction that was pardoned, discharged or dismissed. Answering "Yes" will not automatically disqualify you from employment.)*

If "Yes," please describe, including dates charged, penalties, and current disposition: \_\_\_\_\_

Are you under the age of 18?  Yes  NoIf hired, can you provide proof of eligibility to work in the United States?  Yes  No**SIGNATURE****Please read the following statement carefully before signing:***I understand that the University of Nevada, Las Vegas (UNLV) will rely upon the information I have provided in this application and during my interview. I certify that I have had sufficient time to carefully fill out this application and that all directions were clear. I certify that the answers give herein are true and complete to the best of my knowledge and that my application does not contain any errors, omissions, misrepresentations, or any information which could be interpreted as misleading. I understand that any error, omission, misrepresentation, or misleading information in my application or interview(s) or during the application process will be grounds for immediate termination of employment or rescinding the offer of employment.**I authorize UNLV to contact my current employer and I authorize the employers, schools, or persons named above to release to UNLV all information regarding my employment, character and qualifications, and agree to hold all persons who provide information to UNLV harmless with respect to the information they may give, receive or publish.**I understand that nothing contained in this employment application created a contract between UNLV and myself for employment or any other benefit. No promise regarding employment has been made to me and I understand that no such promise or guarantee is binding upon UNLV. If an employment relationship is established, I understand that my employment is at-will and my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either UNLV or myself. I also understand that I am required to abide by all of the rules and regulations of UNLV and the State of Nevada.*

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

**University of Nevada, Las Vegas is an Equal Opportunity Employer.**