

# Writing Center Receptionist Application

(Please fill out **both** sides and return to Andy Kantar, ASC 1017 or ASC 3080.)

Applying for what semester: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Campus Phone Number: \_\_\_\_\_ Campus Address: \_\_\_\_\_

Summer Phone Number \_\_\_\_\_ Summer Address: \_\_\_\_\_

Working elsewhere on campus? \_\_\_\_\_ Hours available per week: \_\_\_\_\_

Work Study Award (not FSU employment) \_\_\_\_\_ hrs/week.

Do you have experience

\_\_\_ typing    \_\_\_ filing    \_\_\_ word processing    \_\_\_ data entry  
\_\_\_ answering phone    \_\_\_ making appointments    \_\_\_ dealing with people

Describe your receptionist-related experience and abilities:

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Why would you make a good Writing Center receptionist?

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References: please list full name, relationship, and phone number.

1. \_\_\_\_\_

2. \_\_\_\_\_

Name: \_\_\_\_\_ Phone (campus) \_\_\_\_\_ Phone (summer) \_\_\_\_\_

**Schedule** Put an X in all times you **cannot** work. Include class times, time for lunch, travel time between classes, other jobs, meetings, etc.

	Monday	Tuesday	Wednesday	Thursday	Friday
8-8:30					
8:30-9					
9-9:30					
9:30-10					
10-10:30					
10:30-11					
11-11:30					
11:30-12					
12-12:30					
12:30-1					
1-1:30					
1:30-2					
2-2:30					
2:30-3					
3-3:30					
3:30-4					
4-4:30					
4:30-5					
5-5:30					
5:30-6					
6-6:30					
6:30-7					
7-7:30					
7:30-8					

Number of hours you would like to work per week: \_\_\_\_\_ to \_\_\_\_\_  
minimum maximum