# ITS JOB APPLICATION

Date: _____

Name: _____

Home Address: _____

_____

Widener Email Address: _____

Home Phone: _____

Cell Phone: _____

Campus Address: _____

_____

Campus Phone: _____

Campus Mailbox Number: _____

Major Field of Study: _____

Graduation Date: _____

Semester Applying For: _____

***NOTE: Please choose one of the following options in order to submit this application (filled out):***

**1)** Print the application and submit it in person at the ITS office on campus (First floor in the Law building)

**2)** Save the ITS-Job-Application.pdf file and semail it to dehelpdesk@widener.edu

Availability: Please select availability with an '**h**' and conflicts with an '▪'.

| | Monday 8am - 12am | Tuesday 8am - 12am | Wednesday 8am - 12am | Thursday 8am - 12am | Friday 8am - 11pm | Saturday 8am - 10pm | Sunday 10am - 12am |
|---|---|---|---|---|---|---|---|
| 8:00 AM | | | | | | | |
| 8:30 AM | | | | | | | |
| 9:00 AM | | | | | | | |
| 9:30 AM | | | | | | | |
| 10:00 AM | | | | | | | |
| 10:30 AM | | | | | | | |
| 11:00 AM | | | | | | | |
| 11:30 AM | | | | | | | |
| 12:00 PM | | | | | | | |
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| 10:30 PM | | | | | | | |
| 11:00 PM | | ` | | | | | |
| 11:30 PM | | | | | | | |
| 12:00 AM | | | | | | | |

Position Applying For (Select all that apply):

☐ Lab Assistant ☐ Office Assistant ☐ Hardware Assistant

Please indicate your level of skill with the following applicatoins. Please select 1 if you possess little or no skill, and select 5 if you have a high skill level.

## Computer Skills:

| | None | Little | Average | High | Expert |
|---|---|---|---|---|---|
| Hardware: | 1 | 2 | 3 | 4 | 5 |
| Windows XP: | 1 | 2 | 3 | 4 | 5 |
| Windows Vista: | 1 | 2 | 3 | 4 | 5 |
| Windows Seven: | 1 | 2 | 3 | 4 | 5 |
| Microsoft Access: | 1 | 2 | 3 | 4 | 5 |
| Microsoft Excel: | 1 | 2 | 3 | 4 | 5 |
| Microsoft Word: | 1 | 2 | 3 | 4 | 5 |
| Microsoft PowerPoint: | 1 | 2 | 3 | 4 | 5 |
| Webpage Refinement and Development: | 1 | 2 | 3 | 4 | 5 |

Please List Any Other Computer Experience You Have (including Past Employment):

_____

_____

_____

_____

| | | |
|---|---|---|
| Are You Work Study? | Yes | No |
| Are You An International Student? | Yes | No |
| Available Weekend Hours: | Yes | No |

How Did You Hear About Us? _____

Print Save