

McMindes Hall Front Desk Assistant Application

Please return this application to:
Tiffany Lawrence
McMindes Hall
trlawrence@scatcat.fhsu.edu
785-628-4901

Date _____

Name _____

Official FHSU ID Number _____

(This number can be found on your TigerTracks account. Log in, click **Online Services**, click **Personal Information**, and then click **My FHSU ID**. Clicking this link will take you to a new page that shows your 8-digit ID number.) *This number is not your Social Security Number.*

FHSU Address _____

Frequently Checked Email Address _____

Alternate Email Address _____

Phone Number _____ Cell Phone Number _____

Classification (circle one): Freshman Sophomore Junior Senior Other

Are you interested in working the night shift (11 p.m. – 6 a.m.)? Yes No

How many hours per week are you expecting to work (up to 20 hours)? _____

If you have customer service experience, please explain:

You and another employee are working at the front desk at midnight. As a night staff employee, you are required to see identification and take the name of every person that enters the building at this time. Someone walks into the building without saying anything to you, and goes onto one of the residential floors. What do you do?

T U R N O V E R

There is no alcohol allowed in McMindes Hall. You see one of your friends walk past the lobby with what you think is alcohol. What do you do?

Please mark out the times you will be in class/participating in extra-curricular activities during the current/upcoming semester. (Note that this chart shows 24-hours.)

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|-------|--------|---------|-----------|----------|--------|----------|--------|
| 7 AM | | | | | | | |
| 8 AM | | | | | | | |
| 9 AM | | | | | | | |
| 10 AM | | | | | | | |
| 11 AM | | | | | | | |
| 12 PM | | | | | | | |
| 1 PM | | | | | | | |
| 2 PM | | | | | | | |
| 3 PM | | | | | | | |
| 4 PM | | | | | | | |
| 5 PM | | | | | | | |
| 6 PM | | | | | | | |
| 7 PM | | | | | | | |
| 8 PM | | | | | | | |
| 9 PM | | | | | | | |
| 10 PM | | | | | | | |
| 11 PM | | | | | | | |
| 12 AM | | | | | | | |
| 1 AM | | | | | | | |
| 2 AM | | | | | | | |
| 3 AM | | | | | | | |
| 4 AM | | | | | | | |
| 5 AM | | | | | | | |
| 6 AM | | | | | | | |