

WEST CHESTER UNIVERSITY

Campus Recreation

Division of Student Affairs – Campus Recreation Employment Application

PLEASE PRINT

Name: _____ WCU ID #: _____

Current Address: _____ Email: _____

_____ Current Phone #: _____

Anticipated Date of Graduation: _____

Current Academic Yr: F, So, J, Sr, Grad (circle one) Current GPA (cumulative): _____

Major Program of Study: _____ Minor Program of Study: _____

How many hours per week are you interested in working? _____

How did you hear about this position (circle all that apply)?

Informational Session Flier (Location): _____ Word of Mouth Staff Website Other: _____

PLEASE CHECK THE POSITION(S) YOU ARE INTERESTED IN APPLYING*

(*If more than one position, rank order or preference with 1=first, 2=second, 3=third)

Job descriptions and required majors can be found at http://www.wcupa.edu/CampusRec/jobs.asp

Fitness Staff

() Climbing Wall Monitor - (All majors accepted)

() Fitness Monitor - (See job description)

() Group Fitness Instructor - (See job description)

() Personal Trainer - (See job description)

Intramural Staff

() IM Sports Official - (All majors accepted)

() IM Sports Scorekeeper - (All majors accepted)

() IM Site Supervisor - (All majors accepted)

Building Monitor Staff

() Facility Supervisor - (See job description)

() Gymnasium/Track Monitor - (All majors accepted)

Welcome Staff

() Desk Associate - (All majors accepted)

Requirements:

- 1. Complete application in its entirety
2. Respond to the attached questions (no hand written responses will be accepted).
3. Include two completed recommendations (see attached sheets).
4. Please return the completed application to Ehinger Gymnasium Room 132.
5. Any questions please contact:

Craig Leduc (CLeduc@wcupa.edu) for Intramural Sports and Building Monitors

Michele Ford (MF669011@wcupa.edu) for Group Fitness

Maria Welch (MW748536@wcupa.edu) for Fitness and Welcome Staff

Application Deadline: Friday, March 23, 2012

I hereby authorize complete access to any/all West Chester University academic and judicial records that I may have to the Campus Recreation Department. I understand that the Family Rights and Privacy Act of 1974 dictates that my permission must be granted for access to these records to occur. Additionally, by signing below I maintain that the information I provided in this application is completely true.

Applicant's Signature _____

Date: _____

Please answer the following questions on an attached sheet.

1. Why are you interested in working in the selected Campus Recreation Program(s)?
2. What role does Campus Recreation play on a college/university campus?
3. List and describe relevant work, training, experience, or educational classes you have had or done that has added to your skills and qualifications for the position(s) in which you are applying.
4. What aspects of teamwork do you consider vital in order to successfully perform your specific job responsibilities?
5. What skills and/or experiences do you hope to learn by working in Campus Recreation?
6. What unique qualifications and skills can you bring to this position?
7. Describe an experience you have had with individuals (or groups of individuals) that had different orientation, values, or lifestyles than your own? How did the experience affect you?
8. List all current certifications, including CPR and First Aid, and expiration dates. Attach copies of all certifications
9. Please list the names of the two individuals and titles that will be supplying the reference sheets. Please note, professional references* are required. Make sure that your references receive and complete the attached recommendation form.

**Examples include (but not limited to the following): past or current professors, past or current employers, past high school teachers, etc.*

Campus Recreation

Division of Student Affairs – Campus Recreation Employment Recommendation Form

Candidate's Name: _____ Desired Position: _____

I (candidate) waive _____ / retain _____ my right of access to this reference

Candidate's Signature: _____ Date: _____

The employee above has recently applied for employment in the Department of Campus Recreation and is requesting your assistance in providing a letter of recommendation. By completing this form you will be providing our organization with valuable information about the individual's knowledge, skills, and abilities in the areas below.

1. How long have you known this candidate? _____
2. In what capacity have you known this candidate? _____
3. Please evaluate the applicant in comparison with others of similar age and experience.

Please indicate the applicant's promise as a member of the Campus Recreation staff in comparison with others of similar age and experience	BELOW AVERAGE Lowest 40%	AVERAGE Middle 20%	ABOVE AVERAGE Next 25%	OUTSTANDING Next 5%	TRULY EXCEPTIONAL Top 5%	Inadequate Opportunity to Observe
Responsibility						<input type="checkbox"/>
Intellectual Potential						<input type="checkbox"/>
Verbal Communication						<input type="checkbox"/>
Written Communication						<input type="checkbox"/>
Ability to Work with Others				TM		<input type="checkbox"/>
Maturity						<input type="checkbox"/>
Punctuality						<input type="checkbox"/>
Ability to analyze a problem and formulate a solution						<input type="checkbox"/>

Please add additional comments about this individual that you feel we should know.

Reference Name: _____ Position: _____

(print)

Reference Signature: _____ Date: _____

Contact Information (email/phone number): _____

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I (candidate) waive _____ / retain _____ my right of access to this reference

Candidate's Signature: _____ Date: _____

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Written Communication						<input type="checkbox"/>
Ability to Work with Others				TM		<input type="checkbox"/>
Maturity						<input type="checkbox"/>
Punctuality						<input type="checkbox"/>
Ability to analyze a problem and formulate a solution						<input type="checkbox"/>

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(print)

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