WEST CHESTER UNIVERSITY CAMPUS RECREATION DEPARTMENT

Facilities - Employment Application

Please type all responses

Name: ____________________________  WCU ID #: _______________________

WCU Email: ________________________  Current Phone #: ____________________

Major Program of Study: ______________  Current GPA (Cumulative): __________

Current Academic Year: ______________  Anticipated Graduation Date: ________

Detailed job descriptions and requirements can be found at http://www.wcupa.edu/services/campusrec/jobs.aspx. Please place a check mark in the position you are interested in applying for.

( ) Recreation Attendant – Operation of the Welcome Desk and Fitness Floors; enforcing Student Recreation Center policies and procedures while maintaining good rapport with patrons; keeping cleanliness of Fitness Floors to sustain a safe environment; ability to respond to emergency situations; willingness to work in a team setting; must be able to lift 45 pounds.

Requirements:  
1. Complete application in its entirety
2. Respond to the attached questions (hand-written responses will not be accepted)
3. Include three references with current contact information
4. Please return the completed application to:
   - The Welcome Desk of the Student Recreation Center with a post-it saying Attn: Max Stutman
   - Email Max Stutman at MS765053@wcupa.edu
     - Subject Line: First and Last Name – Application. (i.e. John Doe – Application)

The following certifications are required:

- CPR/AED and First Aid American Red Cross
  - Completion of certification must be presented within 14 days of hire
- Background Clearances: Child Abuse, FBI Fingerprints, and Criminal Background Check
  - Information on obtaining clearances presented after hire date

Please answer the following questions on an attached sheet. (Hand-written responses not accepted)

Questions:

1. Why are you interested in working as a Recreation Attendant?
2. What is the role of Campus Recreation in a university environment?
3. What is your professional experience in the position you are applying for?
4. How would you deliver excellent customer service while working amongst your peers?
List three references with current contact information below.

**Reference 1**

Name of Reference:  
Company:  
Relationship:  
Position Held:  
Email:  
Phone:  

**Reference 2**

Name of Reference:  
Company:  
Relationship:  
Position Held:  
Email:  
Phone:  

**Reference 3**

Name of Reference:  
Company:  
Relationship:  
Position Held:  
Email:  
Phone:  

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__________________________________________ Date: ______________