

**Application For Employment
Receptionist**

Name: _____

BGSU ID#: _____

Phone: _____

E-mail: _____

Local Address: _____

Permanent Address: _____

Number Street City State Zip Code

List post high school educational institutions attended:

Institution Major Minor Degree Earned & Graduation Date

1. _____

2. _____

List work experiences and extra curricular activities:

Position or Activity Location Dates

1. _____

2. _____

List two (2) references (Name, Department, and Telephone or Address if not BGSU):

1. _____

2. _____

Please answer the following:

1. Describe your clerical skills (i.e. typing, filing, organizational skills, etc...) and experience.

2. Describe your computer skills.

3. Why are you interested in becoming a receptionist for the Math & Stats Tutoring Center?

4. Describe a memorable experience that you have had working with the public and how you handled the situation.

5. What qualities do you feel you would bring to the Math & Stats Tutoring Center's work environment?

Signature: _____

Date: _____

PLEASE SUBMIT AN UNOFFICIAL COPY OF YOUR TRANSCRIPT WITH YOUR APPLICATION.