# 11-12 CPA - Create Present Connect BW

Student Staff Employment Application

**Personal Information:**

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Preferred Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Address: Permanent Address:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Phone: (\_\_\_\_\_)\_\_\_\_\_\_-\_\_\_\_\_\_\_\_ PID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduating Year: \_\_\_\_\_\_\_\_\_\_\_\_ ONYEN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth (mm/dd/yyyy):\_\_\_/\_\_\_/\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you hear about us? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester(s) Applying For (circle all that apply) Fall 2013 Spring 2014

Staff(s) Applying For (Rank preference 1-3 or N/A): \_\_\_House \_\_\_\_Tech \_\_\_Box Office/Reception

**Staff Descriptions: (*All positions require no previous experience and offer opportunities for promotion)***

**House Staff**: All new house staff members begin as ushers. Ushers are expected to work a variety of positions to provide customer service and oversee patron safety procedures at events in Memorial Hall, Gerrard Hall, and Historic Playmakers Theater. Hours vary by event; night and weekend availability is a must. Must be able to stand for the entire shift and lift 30 pounds. Prior experience is considered but not required. Must be available 2 week nights and 1 weekend night per week.

**Tech Staff:** All new tech staff members begin as technicians. Technicians are expected to assist with load-ins, set ups, maintenance, events and striking for Memorial Hall, Gerrard Hall, and Historic Playmakers. Hours vary by event. Prior experience is considered but not required.

**Box Office/Reception Staff:** All new staff begin as Sales Associates. Sales Associates provide excellent service to Memorial Hall Box Office patrons whether in person at the Box Office windows or over the telephone. Sales Associates are expected to represent the Memorial Hall Box Office and the Carolina Performing Arts department by always performing with the highest levels of customer service when processing ticket orders and handling patron inquiries. Sales Associates also perform reception duties at the Carolina Performing Arts administrative office located at the Porthole Building. Hours vary by event, night and weekend availability is a must.

**\*Box Office also employs work-study students. If you are a work-study student and interested in Box Office opportunities, please visit** [**https://itsapps.unc.edu/SISWorkStudy/WorkStudyServlet?action=renderHome**](https://itsapps.unc.edu/SISWorkStudy/WorkStudyServlet?action=renderHome) **for more information\***

**Previous Experience:** Please list and describe that past two positions you have held. If relevant you may use leadership positions or volunteer work. ***If available please attach a résumé.***

1. Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Description:

1. Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Description:

**Short Answer (you may attach a separate piece of paper with answers is desired):**

1. In 10 words or less describe your personality.
2. What other organizations are you involved in on campus? Or what organizations would you like to be more involved in?
3. What skills or experience do you have that make you a good applicant?

**To the best of my knowledge I certify that this information is correct. I understand that misrepresenting myself on this application may jeopardize my application or job status at Carolina Performing Arts.**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please return your completed application to the front desk at the Porthole Building (located between the Hanes Art Center and Cosmic Cantina)**

**Or Mail To:**

**Student Staff Employment,**

**Carolina Performing Arts, Campus Box 3233**

**Chapel Hill, NC 27599-3233**

**If you have questions about student employment with Carolina Performing Arts, please e-mail** **performingarts@unc.edu** **or call 919-843-7776.**

**Availability:** Available Start Date \_\_\_\_\_\_\_\_\_\_ Maximum hours per week \_\_\_\_\_\_\_\_

**Block out time when you are NOT available to work**

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