



APPLICATION FOR EMPLOYMENT SOUTHERN MISS CAMPUS RECREATION

Campus Recreation Mission Statement

The mission of Southern Miss Campus Recreation is to provide quality and comprehensive programs, services and facilities that enhance recreation and wellness for the university community while supporting the educational mission of the university through student learning and development.

NAME _____ DATE _____

USM ID _____ E-MAIL ADDRESS _____

LOCAL ADDRESS _____

CITY _____ STATE _____ ZIP _____

LOCAL PHONE _____ CELL PHONE _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____

UNDERGRADUATE GRADUATE MAJOR _____ EXPECTED GRADUATION _____

Please check areas where you are interested in working.

OFFICE

Assistant
Typing, Filing, Computer Skills, Errands

FACILITY MANAGEMENT

Facility Assistant
Workout Zone, Wisteria, Equipment Issue, and Pride Field Supervisor

PUBLIC RELATIONS

Graphic Designer
Graphic design/Web design skills, written/oral communication skills, computer skills, creative ability

PR/Social Media Assistant

FITNESS

Group Fitness Instructor
Years teaching _____
Certified? circle Yes/No
If you do not have certification, when do you plan to become certified? _____
What organization? _____

Personal Trainer
Years training _____
Certified? circle Yes/No
If you do not have certification, when do you plan to become certified? _____
What organization? _____

INTRAMURAL SPORTS

Official
Supervisor

NATATORIUM

Lifeguard
American Red Cross Lifeguard Training or equivalent proof of current certification. An in-water skill test will be required for all.

Swim Lesson Instructor/Aide
Certified? circle Yes/No
If you do not have certification, when do you plan to become certified? _____

What organization? _____

OUTDOOR PROGRAMS

Rock Wall Attendant
Ropes Course Facilitator

Southern Miss Campus Rec is located in the Payne Center.

The University of Southern Mississippi
Department of Campus Recreation

118 College Drive #5155
Hattiesburg, MS 39406-0001
Phone: 601.266.5405
Fax: 601.266.5677
www.usm.edu/campus-recreation

EOEM/F/VETS/DISABILITY

WORK HISTORY

COMPANY NAME/MILITARY SERVICE _____

DATES OF EMPLOYMENT _____

YOUR DUTIES

COMPANY NAME/MILITARY SERVICE _____

DATES OF EMPLOYMENT _____

YOUR DUTIES

COMPANY NAME/MILITARY SERVICE _____

DATES OF EMPLOYMENT _____

YOUR DUTIES

Note: Please attach resume if possible.

I understand that, to be employed by Campus Recreation, I must be enrolled full time for the fall and spring semesters. I understand that I will be required to attend ALL mandatory general orientation sessions and area-specific in-service meetings. I understand that my employment may require working Saturday, Sunday, nights, holidays, semester breaks and other times the building is open and classes are not in session. I will list any extenuating circumstances on the comment line below. I further understand to gain employment that direct deposit of my check is mandatory through the university. _____ (initial)

I certify that all statements made by me on this application and attached resumé are true and complete to the best of my knowledge and that I authorize my previous employers and schools to release information regarding employment or educational record. I further understand and agree that if employed, the continuation of employment depends on my job evaluation each semester. I understand that direct deposit is required by the university and will provide the proper documentation.

SIGNATURE _____ DATE _____

COMMENTS _____

The University of Southern Mississippi Department of Campus Recreation offers equal employment opportunities to all persons regardless of race, creed, color, national origin, sex, age, disability or religious belief.

FOR OFFICE USE ONLY

I have agreed to hire _____ Area employed _____

To begin work _____ Rate of pay _____ Director _____ Date _____

All tax forms and I-9 forms must be on file with the Human Resources Office when new employees begin work. The U.S. Dept. of Justice Immigration and Naturalization Services states that ALL EMPLOYEES must complete an I-9 within three business days of employment.

QUESTIONNAIRE

Please answer these questions as a supplement to your application.

Why do you want to work at Southern Miss Campus Recreation?

Describe a situation where you have had to deal with conflict and how you handled the situation.

Describe a time where you have been a leader.

Tell us about the last job you had, and some of the responsibilities.

Talk about any specific skills or certifications that might help you in this job.

Please tell us anything else that you would like us to know when considering your application ...

WORK SCHEDULE

Please check days and times when you ARE AVAILABLE to work.

	SUN	MON	TUES	WED	THURS	FRI	SAT
6-7 A.M.							
7-8 A.M.							
8-9 A.M.							
9-10 A.M.							
10-11 A.M.							
11 A.M.-12 P.M.							
12-1 P.M.							
1-2 P.M.							
2-3 P.M.							
3-4 P.M.							
4-5 P.M.							
5-6 P.M.							
6-7 P.M.							
7-8 P.M.							
8-9 P.M.							
9-10 P.M.							
10-11 P.M.							