**Collaborative Learning Center**

**AC 1C18**

**718.262.2494/2303**

**clc@york.cuny.edu**

**Front Desk Aide Application Form**

**Note: You must be awarded Federal Work-Study to apply for this position.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Today’s date:** | **Full name** | **EMPL ID** | **Cell Phone #** |
|  |  |  |  |

|  |  |
| --- | --- |
| **Email:** | ***school:*** ***Personal:***  |

|  |  |  |
| --- | --- | --- |
| **The best way to contact me is via (check one)** | **Email:** | **Phone:**  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **I am a****(check one)** | **Sophomore** | **Junior** | **Senior** | **Graduate student** | **Other (explain here)** | **Transfer Student (second degree)** |

**\*\*\*Optional\*\*\* Do you have any receptionist or front desk experience which may support or enhance your application? (type your answer below)**

|  |
| --- |
|  |

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| --- |
| **What is the minimum number of hours you would like to work per week? (maximum is 20)**  |

**Place a check mark in the boxes indicating the times which you *are available* to work. Each box represents one hour.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **9:00** |  |  |  |  |  |
| **10:00** |  |  |  |  |  |
| **11:00** |  |  |  |  |  |
| **12:00** |  |  |  |  |  |
| **1:00** |  |  |  |  |  |
| **2:00** |  |  |  |  |  |
| **3:00** |  |  |  |  |  |
| **4:00** |  |  |  |  |  |

**Thank you for your interest in the Front Desk Aide position at the**

**Collaborative Learning Center!**

**Please submit the completed form via email to clc@york.cuny.edu or in person in room AC- 1C18.**