

Information Technology Services

Application for Employment in the ITS Computer Labs

Acceptance for employment is based upon this application and an interview with a member of the Instructional Technology Services staff. Please complete this application and return it to the ITS Computing Center @ Eaton Hall. Please note that student employees are asked back on a semester by semester basis based upon performance evaluations. Thank you for your interest. We hope you will be part of our team soon!

A: Personal Information

Name: _____ Today's Date: _____

Date of Graduation: _____ Tufts ID #: _____

Email address: _____

Local Address: _____

Local Phone Number: _____

Home Address: _____

Home Phone Number: _____

Have you worked for Tufts University before? YES NO

If so, in what position: _____

B. Job Information

Are you willing to work 12-4am shifts? YES NO

How many hours per week would you be willing to work? _____

Which semester are you applying for? (Circle choice)

Fall Spring Summer Session 1 Summer Session 2

Please list times you are available to work: (Day and approximate hour, i.e. Mon 5-8)

In staffing one of the computer labs, your schedule will be worked out based on information you supply regarding schedule preferences. Please note that we will do our best to accommodate schedules, but cannot always fully accommodate all request for preferred times.

C. Computer Knowledge

Please fill in the sections below. You need not know everything in each section in order to be considered for employment.

1. Operating Systems

Are you familiar with: (Please circle YES or NO)

Windows XP? YES NO

Mac OS X? YES NO

2. Software Applications

Please identify any software with which you have a working knowledge. (i.e. Internet Explorer, Microsoft Office, Photoshop, etc.)

D. References

1. Please list three references. Acceptable references might include Tufts staff members, current or former user consultants, Tufts faculty, or former employers.

Name	Relationship	Phone Number/ Email
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2. Work History

Name of Company. Describe your position there.

3. Is there anything else you wish we know about you that you did not get an opportunity to express in this application?

Thank you for completing this application. It will be thoroughly reviewed by ITS in consideration for current openings. It will also be held in the event that future openings match your skills and knowledge. ITS does not require that each candidate have previous knowledge or experience of each application, operating system, or piece of technology listed on this application. It is only asked that individuals are open to learning and supporting each in the day to day staffing of the public computing facilities on campus.