

UWSP Museum of Natural History

Museum Assistant Job Application

First Name

Last Name

E-mail Address

Phone

What is your major?

What year are you?

Freshman

Sophomore

Junior

Senior

What interested you in this position?

How did you choose your major (if undecided, what is your favorite subject and why)?

What activities/hobbies do you enjoy outside of school?

What are your career aspirations or plans upon graduating from college?

Do you have any retail or customer service experience?

Yes

No

Do you have any experience working with children?

Yes

No

If you answered yes to either of the previous questions, please describe your experience.

Would you be willing to submit to a background check?

Yes

No

Please rate your ability to complete the following tasks:

	Unskilled	Somewhat Skilled	Skilled	Very Skilled	Proficient
Organize information and/or materials.					
Present information clearly to the public.					
Initiate conversations with strangers.					
Follow through with verbal instructions.					
Communicate questions and ideas clearly to a supervisor.					
Count back change without a calculator or computer.					
Work with other students on assigned projects.					
Occupy yourself during a lull in activity.					
Use various MicroSoft applications, specifically Word and Excel.					
Maintain confidentiality with sensitive information.					
Receive constructive feedback/reviews from a supervisor					
Create and present a 25 minute presentation on a topic of your choice					
Present information to a small group of people.					

What hours are you available to work? Please check all that apply.

Monday

8am-9am	9am-10am	10am-11am	11am-noon
noon-1pm	1pm-2pm	2pm-3pm	3pm-4pm
4pm-5pm	5pm-6pm	6pm-7pm	7pm-8pm

Tuesday

8am-9am	9am-10am	10am-11am	11am-noon
noon-1pm	1pm-2pm	2pm-3pm	3pm-4pm
4pm-5pm	5pm-6pm	6pm-7pm	7pm-8pm

Wednesday

8am-9am	9am-10am	10am-11am	11am-noon
noon-1pm	1pm-2pm	2pm-3pm	3pm-4pm
4pm-5pm	5pm-6pm	6pm-7pm	7pm-8pm

Thursday

8am-9am	9am-10am	10am-11am	11am-noon
noon-1pm	1pm-2pm	2pm-3pm	3pm-4pm
4pm-5pm	5pm-6pm	6pm-7pm	7pm-8pm

Friday

8am-9am	9am-10am	10am-11am	11am-noon
noon-1pm	1pm-2pm	2pm-3pm	3pm-4pm
4pm-5pm	5pm-6pm	6pm-7pm	7pm-8pm

Saturday

9am-10am	10am-11am	11am-noon	noon-1pm
1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm
5pm-6pm			

Is there anything else you would like us to know about you?

Please save your completed application to your hard drive and then e-mail it to lviegut@uwsp.edu.