

**SMU**

Conference Services Application for Employment - Summer 2017

Application and reference forms may be dropped off at McFarlin Auditorium - Room 101, mailed to P.O. Box 750220, Dallas, TX 75275 or faxed to (214) 768-4763 **ASAP**.

Name: _____ SMU ID: _____

Local Address: _____

City/State/Zip: _____

Email: _____ Phone: _____

Permanent Address: _____

City/State/Zip: _____

Major: _____ Minor: _____ Cumulative GPA: _____

No. of semesters completed at SMU: _____ Attending Summer School: ☐ Yes ☐ No
If yes, which term? ☐ Term 1 ☐ Term 2

Employment History

Please list the your last two (2) employers starting with the most recent

EMPLOYER NAME & ADDRESS:
SUPERVISOR'S NAME:

EMPLOYER NAME & ADDRESS:
SUPERVISOR'S NAME:

Skills: ☐ Typing ☐ Foreign Language If yes, please list languages: _____ ☐ Computer If yes, please list programs: _____

Personal Statement

On a separate sheet of paper please briefly respond to the following questions (must be typed):

1. Why are you interested in working for Conference Services at SMU?
2. What skills are necessary to be successful in a conference position and why?
3. Do you have any plans this summer that would require you to be away from campus? If yes, include dates that you need to be away and a brief description of the event.
4. Give an example of good customer service and an example of poor customer service that you have encountered.
5. How will you help promote SMU during the summer conference season?

References

You must have two reference forms completed by non-family members and at least one of the two must be from an SMU faculty/staff member. Application and reference forms may be dropped off at McFarlin Auditorium, Room 101, mailed to P.O. Box 750220, Dallas, TX 75275 or faxed to (214) 768-4763 **no later than 4:00 p.m. on April 4, 2017.**

EMPLOYER NAME & ADDRESS:

SUPERVISOR'S NAME:

I have read and understand the information presented to me in the position description. _ ☐ Yes ☐ No

I am able to work from May 22, 2017 until August 4, 2017. ☐ Yes ☐ No

I am able to live on campus during the entire Summer Conference season. ☐ Yes ☐ No

How did you learn about this position? _____

I certify that the information contained above is accurate to the best of my knowledge. The SMU Office of Conference Services has my permission to verify my academic and disciplinary standing with the University.

Applicant Signature: _____ Date: _____



SMU®

Conference Services Summer Conference Staff Reference

Applicant Name: _____

Reference Name: _____

Email: _____ Phone: _____

Relationship to Applicant: _____ How long have you known the applicant: _____

Please rate the applicant on the following scale: 1 = poor, 5 = excellent.

Include any comments that are relevant to the applicant's ability to perform as a Summer Conference Staff member.

EMPLOYER NAME & ADDRESS:

SUPERVISOR'S NAME:

EMPLOYER NAME & ADDRESS:

SUPERVISOR'S NAME:

1

2

3

4

5

Leadership

(ability to lead
and establish
oneself as a
leader)

Reference Signature: _____ Date: _____

Please return this reference to the SMU Office of Conference Services, P.O. Box 750220, Dallas, TX 75275 **no later than 4:00 p.m. on April 2, 2014**. Completed reference forms may also be faxed to (214) 768-4763. Thank you.



SMU

Conference Services Summer Conference Staff Reference

Applicant Name: _____

Reference Name: _____

Email: _____ Phone: _____

Relationship to Applicant: _____ How long have you known the applicant: _____

Please rate the applicant on the following scale: 1 = poor, 5 = excellent.

Include any comments that are relevant to the applicant's ability to perform as a Summer Conference Staff member.

EMPLOYER NAME & ADDRESS:

SUPERVISOR'S NAME:

EMPLOYER NAME & ADDRESS:

SUPERVISOR'S NAME:

1

2

3

4

5

Leadership

(ability to lead
and establish
oneself as a
leader)

Reference Signature: _____ Date: _____

Please return this reference to the SMU Office of Conference Services, P.O. Box 750220, Dallas, TX 75275 **no later than 4:00 p.m. on April 4, 2017**. Completed reference forms may also be faxed to (214) 768-4763. Thank you.