



**Meetings  
with Class**

SMU Conference Services

# SMU Office of Conference Services Application for Employment - Summer 2013

Application and reference forms maybe 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 19, 2013.**

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:				
POSITION	DATE		DUTIES	REASON FOR LEAVING
	FROM	TO		

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SUPERVISOR'S NAME:				
POSITION	DATE		DUTIES	REASON FOR LEAVING
	FROM	TO		

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 maybe 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 19, 2013.**

Name of Reference	Address	Phone Number

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

I am able to work from May 20, 2013 until August 9, 2013. ☐ 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: \_\_\_\_\_



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## SMU Office of 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.

**Leadership** (ability to lead and establish oneself as a leader) 1 2 3 4 5

**Motivation/Enthusiasm** (willingness to try new things, positive attitude) 1 2 3 4 5

**Dependability** (able to effectively balance commitments) 1 2 3 4 5

**Ability to work with others** (including peers and the general public) 1 2 3 4 5

**Self-management** (able to effectively handle stress/time commitments) 1 2 3 4 5

**Additional Comments** (comments are very helpful to our evaluation process)

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Reference Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Reference Name: \_\_\_\_\_

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