

**UW Chemistry Department – Undergraduate Chemistry Office
Student Administrative Assistant Application**

*Please complete this application form. Attach a brief resume or cover letter that provides information regarding previous employment. **The completed application should be sent via email in PDF format to undergrad@chem.wisc.edu or printed and delivered in person to the Undergraduate Chemistry Office, Room 1328, of the Chemistry Building.***

Name: _____ **Date:** _____

Campus ID Number: _____ **Email:** _____

Local Address: _____

Home Address: _____

Phone number(s): _____

Academic Year (*freshman, sophomore, junior, senior*): _____

Major(s): _____

Expected Graduation Date: _____

What about this position interests you? That is, why are you applying for this particular position?

What are your extracurricular activities?

Do you have any hobbies or other special interests?

How comfortable/proficient are you using the Microsoft Office Suite?

(On a scale of 1 to 10, 10 being very proficient) _____

Are you currently enrolled in any chemistry courses?

(If so, list the chemistry courses you are enrolled in) _____

How many hours per week are you available to work?

Would you be available to work during the following times? (Yes, no, not sure)

During Final Exams week? _____

One week before the Fall 2018 semester? _____

One week before the Spring 2019 semester _____

Schedule Information: Please indicate all schedule commitments you have for the current semester on the grid below. Include courses, other employment and other regularly scheduled activities. If times are different from those of a typical 50 minute class period (*e.g.* power lectures), make note of those times. If any commitments are flexible or optional, please designate as such.

	Monday	Tuesday	Wednesday	Thursday	Friday
7:45 to 8:35					
8:50 to 9:40					
9:55 to 10:45					
11:00 to 11:50					
12:05 to 12:55					
1:20 to 2:10					
2:25 to 3:15					
3:30 to 4:20					
4:35 to 5:25					