University of Colorado **Boulder**

CU Presents - Box Office Assistant Application

Instructions: Each question should be fully and accurately answered. Please attach a current resume and a cover letter in a PDF format. Return by email to Christin (Christin.Woolley@colorado.edu) or in person at the University Club office (972 Broadway Boulder, CO 80302).

APPLICANT INFORMATION

Last Name:	First Name:	M.I.
Phone:	CU Boulder Email Address:	
Available Start Date:	Student ID Number: **(DO NOT LIST SSN)**	
Undergraduate Student: ☐	Graduate Student: ☐	

EDUCATION

Major:				Projected Graduation Date:							
Emphasis:	Year in School:	Freshman:	☐	Sophomore:	☐	Junior:	☐	Senior:	☐	Graduate:	☐

SPECIAL SKILLS & INTERESTS

Box Office (specify):	Point of Sale Software:	YES	☐	NO	☐
Data Bases (specify):	Customer Service:	YES	☐	NO	☐
Spreedsheets (specify):	Telephone/Concierge:	YES	☐	NO	☐

List any relevant skills and/or interests related to this position:

CU BOULDER WORK HISTORY

Are You Currently Working For Another CU Employer?	YES	☐	NO	☐	
If Yes, Department Name:			Approx. hrs/week:		

All employees are required to self-disclose if they are currently working for or subsequently begin working for more than one CU department. This includes working for an agency contracted under the off-campus work-study program.

ACADEMIC SCHEDULE

Instructions: Please block out your academic class schedule below.

SEMESTER: FALL: ☐ SPRING: ☐ SUMMER: ☐

TIME	MON	TUES	WED	THURS	FRI
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					

Students typically work 10-15 hrs/week during the academic year and 25-40 hrs/week during the summer. These hours include evening and weekend shifts as needed for night of show duties.

Do you have any other commitments that would prevent you from working:

AFFIDAVIT

I certify that the answers and statements provided on this application are true and correct without consequential omissions of any kind.

Signature: Date:

The University of Colorado does not discriminate on the basis of sex in the education programs or activites it operates or in employment. Inquiries to the University of Colorado concerning the application of Title IX and its implementing regulation may be referred to the campus Title IX coordinator or to the Office of Civil Rights (OCR).