**Student Front Counter Assistant**

*Montana State University Police*

*APPLICA TJON FOR TEMPORARY EMPLOYMENT*

Date: ------

Nan1e:

Current Address:

Permanent Address:

Phone#:-------

Email address:------------------ Best time/way to contact me is: ------------ Please answer the following questions:

1 . Why do you think you would be a good fit as a Front Counter Assistant?

2. What ex perience have you had hand ling cash and using a cash regi ster?

3. Please provide an exampl e of a time when you were able to effecti vel y and skillfull y dea l with an angry indi vidual.

4. What are your stren gths? Your weaknesses?

5. This job requires the use of computers and office equipment. Please describe your level of proficiency with office work and equipment.

6. This job requires that you work hours between 8am-6pm Monday through Friday. What hours during these t imes would you consistently be available to work?

7. Have you ever been a rrested or detained by law enforcement personnel for any reason? If yes, please explain.

List any jobs you have had within the past three years:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Title | Company Name | Dates Worked | Supervisor'sName | Phone Number |
|  |  |  |
|  |

This information is true and correct to the best of my knowledge.

Signat ure a nd date

Please attach a resume to your application.