

Lab Assistant Application – Technology Commons Lab

*Please complete all parts of this application form.
If you have questions or problems, please contact Diane Lozano at Diane_Lozano@baylor.edu or ext. 4137.*

Please indicate the semester(s) you are interested in applying for: Fall <input type="radio"/> Summer I <input type="radio"/> Spring <input type="radio"/> Summer II <input type="radio"/>	Have you filed with Financial Aid? Yes <input type="radio"/> No <input type="radio"/>	Do you qualify for Federal Work Study? Yes <input type="radio"/> No <input type="radio"/>
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Personal Information		First Name	Last Name
Preferred Name	Baylor ID Number	Local Phone Number	
Today's Date	Baylor Email Address		
Local Street Address	City	State	Zip Code
Permanent Street Address	City	State	Zip Code

Student Status		Major	Minor	Class Hours This Semester
Current Academic Classification		Cumulative GPA	Expected Graduation Date	Desired Work Hours/Week
Freshman <input type="radio"/> Sophomore <input type="radio"/> Junior <input type="radio"/> Senior <input type="radio"/>				

Work Experience		<i>Please list the past two employers, starting with the most recent</i>	
Job #1	Employer Name:		
	Job Title:		
	Dates of Employment:		
	Address:		
	Supervisor:	Contact Number:	
Job #2	Employer Name:		
	Job Title:		
	Dates of Employment:		
	Address:		
	Supervisor:	Contact Number:	

References		<i>Please list two PERSONAL references other than former employers and family members.</i>	
Reference #1	Contact Name:	Contact Number:	
	Email Address:	Relationship:	Years Acquainted:
Reference #2	Contact Name:	Contact Number:	
	Email Address:	Relationship:	Years Acquainted:

Computer Experience

List any additional computer skills or applications you are familiar with that you would like us to know about:

List any computer related courses you have taken:

List any audio/visual experience you have or classes you have taken:

Customer Service

Customer service skills are very important for Lab Attendants. Please answer the following questions in as much detail as possible.

Describe the customer service skills you have found to be essential in previous jobs or organizations:

List techniques or attitudes you believe are important in a customer service position:

List any instructional experience you have acquired such as teaching, tutoring or training:

Schedule for FALL & SPRING

Please follow the directions below carefully, giving the most current information you have available at this time. Do not leave any blanks - put something in each time slot.

On the schedule template below fill in every time slot according to the following key:

X-absolutely CAN NOT work

1-Prefer to work

2-Available to work BUT would prefer NOT TO

	Sun	Mon	Tues	Wed	Thur	Fri	Sat
8a - 9a							
9a - 10a							
10a - 11a							
11a - 12p							
12p - 1p							
1p - 2p							
2p - 3p							
3p - 4p							
4p - 5p							
5p - 6p							
6p - 7p							
7p - 8p							
8p - 9p							
9p - 10p							
10p - 11p							
11p - 11:30p							

When would you like to start working? _____

Maximum hours per week? _____

Please list any extracurricular activities (organizations, clubs, interests, hobbies, etc), any offices or leadership positions you have held in the organizations, and the times that these extracurricular activities take place during the week :

Schedule for Summer Session

Please follow the directions below carefully, giving the most current information you have available at this time. Do not leave any blanks - put something in each time slot.

On the schedule template below fill in every time slot according to the following key:

X-absolutely CAN NOT work

1-Prefer to work

2-Aavailable to work BUT would prefer NOT TO

	Sun	Mon	Tues	Wed	Thur	Fri	Sat
8a - 9a							
9a - 10a							
10a - 11a							
11a - 12p							
12p - 1p							
1p - 2p							
2p - 3p							
3p - 4p							
4p - 5p							
5p - 6p							
6p - 7p							
7p - 8p							
8p - 9p							
9p - 10p							
10p - 11p							
11p - 11:30p							

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Clear Form

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