

By completing the Job Assignment Questionnaire, you help us to place you in a labor position best suited to your skills/background. Those who do not complete the Job Assignment Questionnaire will be randomly placed based on job availability.

BEREA COLLEGE
Berea, Kentucky 40404

Labor Office Only:
ASSIGNMENT

Job Assignment Questionnaire

All new students are placed for a full year (Fall/Spring Terms) in departments emphasizing the greatest need for workers. These areas are typically service departments; such as Student Industries, Facilities Management, Department Offices, Boone Tavern or Dining Services. By completing the Job Assignment Questionnaire, you will greatly assist us in the placement process.

NAME _____ **DATE ENTERING BERA** _____

SOCIAL SECURITY NUMBER _____ **INTENDED MAJOR** _____

ADDRESS _____

TELEPHONE (____) _____ **EMAIL** _____

CLASS (upon entering college) ___Fresh ___Sophomore ___Junior ___Senior

If you are a transfer student, please indicate by checking the box below
 Transfer

Experience:
Please list below the types of work (paid or volunteer) experience have you had in the past. These types of work experiences may include work within your household, at school, or within your community.

Previous Paid Work	Previous Volunteer Work

Training/Specialized Experience:
Please list any job training/certifications or special experience received in high school, military service, at home or with an employer. (For example: Lifeguard Certification, foreign language proficiency, musical background – *Be specific*)

Computer Skills:
For example, Microsoft Software, Lotus 1-2-3, WordPerfect, etc.)

Educational Strengths:
What do you consider to be your strongest subjects in high school?

Extra-curricular Activities/Talents:
(photography, musical talents/club president/sports)

Work Preference:
We will try to assign a position based on your background/experience. However, positions are limited by availability – so this may not be possible.

Please feel free to list any additional information you believe would be helpful in our placement process. (For example: limitations, allergies, disabilities, etc.) If you have an area of special interest, please let us know so that we can look at availability within that particular department.

Prospective supervisors may need to conduct telephone interviews before you arrive on campus. Please provide a telephone number supervisors can use to contact you:

(____) _____ - _____

SIGNATURE _____ **Date** _____
BE SURE TO COMPLETE AND RETURN THIS FORM