

KU Ticket Office Student Assistant Application

Semester applying for: _____

Basic Information	
Name	
College Address	
City, State, ZIP Code	
Phone	
E-Mail Address	
Permanent Address	
City, State, ZIP Code	
County	
Phone	

Additional Information	
Are you a United States citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you worked on the KU campus before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have another job here at KU? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where? _____	
Date of Birth	
Student ID #	
Student Payroll #	
Your Major	
# credits completed	

Previous Work Experience	
Dates	Jobs

Office Availability (indicate the hours you can work Fall Semester)	Anticipated Ticket Office Hours
Tuesday	10:00 AM – 4:00 PM
Wednesday	10:00 AM – 4:00 PM
Thursday	10:00 AM – 4:00 PM
Friday	10:00 AM – 4:00 PM
Event Availability (check the events you can work)	
Football Games (times estimated)	
___ Saturday 9/10 - 9am – 2pm ___ Saturday 9/24 - 9am – 2pm	
___ Saturday 10/8 - 9am – 2pm ___ Saturday 10/22 - 12pm – 5pm ___ Saturday 11/5- 9am – 2pm	
KU Presents Performances (times estimated)	
___ Wed 10/5 – 5:30 pm- 10pm ___ Sun 10/23 – 11:00 am- 3pm ___ Mon 11/7 – 5:30 pm- 10pm	
___ Thurs 12/1 – 5:30 pm- 10pm ___ Sun 2/5 – 12:30 pm - 3pm ___ Wed 2/8 – 5:30 pm- 10pm	

Skills and Interests	
Basic Skills (check all that apply)	Technical Experience (check all that apply)
___ Scanning	___ Microsoft Word 07 - 10
___ Internet browsers (Edge, Firefox)	___ Microsoft Excel 07 - 10
___ Printers and/or photocopiers	___ Microsoft Publisher 07 - 10
___ Answering a business telephone	___ Microsoft Access 07 - 10
___ Customer Service	___ Adobe InDesign
___ Email	___ Other (Please list)
Customer Service Experience Have you ever worked or volunteered in customer service, and, if so, where?	

Special Skills or Qualifications
Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.
Agreement and Signature
By submitting this application, I affirm that the facts set forth in it are true and complete.
Signature: _____
Date: _____