



# Facility Assistant Application

Longwood University, Residential and Commuter Life

The Facility Assistant position is for upper-division students who qualify for **Federal Work Study** financial assistance. As an applicant, you should contact the Work Experience Program Manager in the Career Center (Lancaster Hall) to ensure eligibility for Federal Work Study.

Please type or neatly print this application and return to Residential and Commuter Life (Lancaster 115). Your application will be forwarded to the appropriate hiring personnel.

## PERSONAL INFORMATION

Name: \_\_\_\_\_ SS# \_\_\_\_\_  
                    First                      Middle                      Last

Local Address: \_\_\_\_\_  
  PO Box/Street   City, State   Zip Code                      Telephone (including area code)

Permanent Address: \_\_\_\_\_  
  Street   City, State   Zip Code                      Telephone (including area code)

Email Address: \_\_\_\_\_ Major: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Classification (circle one):           Sophomore           Junior           Senior           Graduate

## WORK EXPERIENCE

Please list all work experience below that would be helpful in evaluating your skills, abilities, and interests in relation to the Facility Assistant (FA) position. Begin with the most recent experience.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SCHEDULING

This job requires flexibility in scheduling. What activities and/or commitments do you have that may influence your hours?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For office use only:**

Date received: \_\_\_\_\_ GPA: \_\_\_\_\_ FWS: \_\_\_\_\_ Interview: \_\_\_\_\_

**SHORT ANSWER QUESTIONS** (use additional paper if necessary)

1. What is your understanding of the FA position and its responsibilities to the Longwood University community?

---

---

---

---

2. What qualities do you possess that would make you an effective FA?

---

---

---

---

**REFERENCES:** (Please provide name, position, address, telephone, e-mail information for each listed referenced.)

1. Faculty or Professional Staff Member: \_\_\_\_\_

2. Former Employer: \_\_\_\_\_

3. Former Employer: \_\_\_\_\_

**READ THE FOLLOWING STATEMENT AND SIGN BELOW:**

I have read the Facility Assistant Position Description and confirm that I can fulfill all position duties and responsibilities. Furthermore, I authorize Residential and Commuter Life to verify my grade point average and my disciplinary record. I understand that I must be in good standing with the University and maintain a minimum 2.0 GPA.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return this application to:

Residential and Commuter Life  
Longwood University  
201 High Street  
Farmville, VA 23909  
Telephone: (434) 395-2080

FAX: (434) 395-2347