

Employment Application

UMF Computer Center – EXCEL Laptop Support Center

Applicant Name: _____
 Local Address: _____
 Home Address: _____
 Local Phone: _____ Home Phone: _____
 E-Mail Address(es): _____

What is your major and year? _____
 Do you have a Work Study award from Financial Aid? YES NO Amount: \$ _____
 If no, do you have a 2.75 GPA or higher? YES NO

Skills Inventory

Please assess each skill below related to your experience and knowledge. Feel free to comment any way you wish. Add something to the bottom of the list if needed.

Rate:
 1 = None 2 = Some 3 = Experienced 4 = Moderate Experience 5 = Very Experienced

	Knowledge	Experience	Comments
Adware / Virus / Spyware Removal			
Backing Up			
Burning CD's and/or DVD's (circle any)			
Customer Service Skills			
e-mailing (web or client – circle one)			
Helping others decide which computer to buy			
Helping others with their computer problems			
Imaging Computers (not pictures)			
Installing Hardware			
Installing Software			
Mac OS 9			
Mac OS X			
Mac OS X User Accounts			
MS Office (Word, Excel, PowerPoint)			
Networking (wireless, wired, modem)			
Novell			
Photoshop			
Take apart a desktop			
Take apart a laptop			
Training Others With Computers			
Troubleshooting Computers			
Web Page Building			
Windows 98			
Windows XP			
Windows XP User Accounts			
Work with laptops			
Worked at a Help Desk			

List your work experience, interests and education here, (with dates, titles and businesses):

OR

Submit your resume with this application.