

Performance Center Box Office
Application for Employment
Student must qualify for Work Study

Name: _____ Nickname: _____

SMU PO Box #: _____ SMU Phone: _____ Cell Phone: _____

E-mail: _____ Academic Year: Fr So Jr Sr

Major: _____ Minor: _____

Local Address: Dorm _____ or Apartment/house: _____
Name of dorm street name

Position: Box office Associate Hourly Wage: \$7.25

Information about the applicant *Please circle one*

Returning Box Office Associate: Yes No

If yes how long have you been working here not including this year? :
_____ Semester(s)

I am seeking employment for: First semester Second Semester both

I have transportation to performances off campus: Yes No

I am involved in the following extra-curricular activities that may interfere with my availability to work nights and/or weekends:

I plan to be involved in the following performances/concerts and will not be able to work during these events:

Skills

I have computer experience with (*circle all that apply*): Windows Macintosh

Typing accuracy (*circle one*):
 Fair Below average Average Above average Excellent

Typing speed (*circle one*):
 Fair Below average Average Above average Excellent

Comfort level with basic accounting procedures (*circle one*):
 Not comfortable Fairly comfortable Comfortable Very comfortable

Penmanship clarity
 Fair Below average Average Above average Excellent

Previous Experience

Please list any previous box office or ushering experience you have, at SMU Performance Center or elsewhere:

Please list any previous customer service/public relations experience you have:

Please tell us why you want to work for the Performance Center box office:

Availability

The box office is open 10 a.m. to 6 p.m. weekdays (during the school year) and one hour prior to all the ticketed performances. Attach a copy of your class schedule and list **ANY** outside conflicts, either temporary or long-term, including volunteer commitments, extra-curricular activities, off-campus jobs, etc.:

All information contained in this application is true and complete to the best of my knowledge. I understand that if hired by the performance Center box office, I will be required to read, understand and abide by policies and procedures set forth in the box office handbook/contract.

**Signature of Applicant
 Box Office Associate**

Date