

**The George Washington University – Mount Vernon Campus Life**  
***Event Services Team***  
**Employment Application**

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***Job Description***

The MVCL Event Services Team is a group of student and professional staff members that provides event services support to events hosted at the Mount Vernon Campus, including concerts, meetings, conferences, student organization activities, movies, and more. This event services support includes audio-visual technological support, customer service interactions, and coordination of set-up logistics.

A basic knowledge of audio-visual technology and/or computers is helpful, but not required. Comprehensive training will be provided to all staff. Ability to problem-solve and work well both on one's own and in a group is sought.

Event Services Team staff are responsible for working events during assigned shifts of approximately four hours, and are guaranteed pay for the duration of these shifts. Shifts are assigned for evenings and weekends. Pay begins at \$7, with the opportunity for increase.

Questions, as well as *completed applications*, should be directed to:

Elan Schnitzer  
Assistant Marketing Coordinator for Event and Special Services  
Mount Vernon Campus Life – Academic Building, suite 115  
elan@gwu.edu / 202-242-6673

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***Personal & Contact Information***

Name: \_\_\_\_\_ (Last, First, Middle)

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ SSN: \_\_\_\_\_

Phone Number: \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell)  
(At which number would you rather be contacted? \_\_\_\_\_)

Email Address: \_\_\_\_\_

Local Address: \_\_\_\_\_  
Street (or House Name) Apt #

City State Zip Code

Permanent Address: \_\_\_\_\_  
Street Apt #

City State Zip Code

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***Academic Information***

Full- or Part-time Student?: \_\_\_\_\_ Class Standing: \_\_\_\_\_ (fr, soph, etc.)

Major: \_\_\_\_\_ Graduation Date: \_\_\_\_\_ GPA: \_\_\_\_\_

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***Work Information***

Applying for: \_\_\_\_\_ (Semester, Year)

Have you received a Work Study Job Grant from Student Financial Assistance this Semester?  
\_\_\_\_\_ (y/n) If so, how much? \_\_\_\_\_

Have you worked at GW before? \_\_\_\_\_ (y/n) Are you currently on payroll? \_\_\_\_\_ (y/n)

If yes, which department(s)? \_\_\_\_\_

Which event shift(s) are you available to cover? (feel free to mark as many as you wish):

- Mondays 6-10pm \_\_\_\_\_
- Tuesdays 6-10pm \_\_\_\_\_
- Wednesdays 7:30-11:30pm \_\_\_\_\_
- Thursdays 6-10pm \_\_\_\_\_
- Fridays 6-10pm \_\_\_\_\_
- Saturdays 10am-2pm \_\_\_\_\_
- Saturdays 2-6pm \_\_\_\_\_
- Saturdays 6-10pm \_\_\_\_\_
- Sundays 10am-2pm \_\_\_\_\_
- Sundays 2-6pm \_\_\_\_\_
- Sundays 6-10pm \_\_\_\_\_

Previous Job/Extracurricular/Volunteer Experience (alternately, feel free to attach a resume or additional pages to this application):

1. Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Job Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

2. Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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### ***Relevant Experience***

Please describe any prior experience you may have with event or conference services, audio-visual support, and sound or lighting production: \_\_\_\_\_

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

Please describe your depth and breadth of knowledge of computers and the internet, including relevant software, hardware, and technology with which you are familiar: \_\_\_\_\_

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

Please describe your experience with customer service interactions: \_\_\_\_\_

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