



University of Northern Colorado Parking Services Department

Directions: Please print or type legibly. Answer all questions fully and honestly. Willful deletion or misrepresentation will be cause for rejection of your application, or, if hired, termination. You may attach whatever documentation you feel is necessary. Return the application to the UNC Parking Services in person or via email.

Position Information:

Application Date: / /

Work Study: Yes No

Position: Office Aide Lot Officer Interest in Both

The primary responsibilities for Parking Services Office Aide include assisting with clerical and administrative tasks such as permit sales, citation file payments, phone and front counter reception, filing, and typing. A pleasant attitude, positive customer service skills, and confidentiality are strongly emphasized.

The primary responsibilities for Parking Services Lot Officer include issuing parking citations to vehicles parked on campus in violation of UNC Parking Rules and Regulations; performing traffic control for commencement and move-in days; assisting with the collection of funds from meters/dispensers; assisting with general lot maintenance, and event set up.

Personal Information:

Name: _____

Date of Birth: / / Pronouns: _____ Bear 511 (H) 5 G (S) 4 (S) 1 (S) 4 (S) 1 (S) 1 (S) 1 (S) Code
Number: - -

Local Address: _____

Emergency Contact:

Name: _____ Relationship: _____

Address: _____

Day Phone: () - _____ Evening Phone: () - _____

Special Skills and Abilities:

Do you have a current Driver License? Yes No

License

#: _____ State: _____ Type/Class: _____

Do you possess a current CPR/First Aid card? **CPR:** Yes No **First Aid:** Yes No

Do you have any foreign language skills? Yes No

No

If yes, which language(s) and what proficiency? _____

References:

List three (3) personal references – persons who know you well but are not related to you.

Name	Address	Telephone
		() -
		() -
		() -

Residence History:

Beginning with your current address, list the address of every place you have lived in the last three (3) years. **Attach additional sheets as needed.**

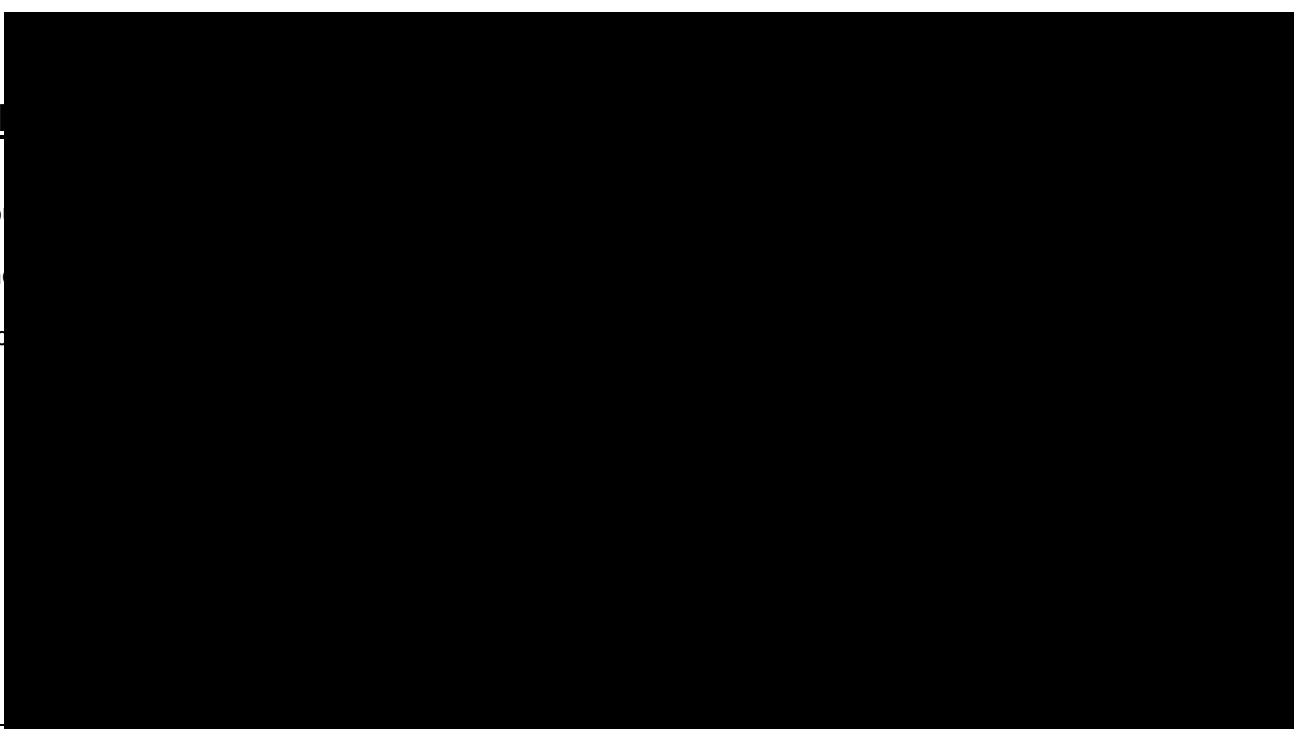
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