



Information Technologies
Support Services
17 Shibles Hall
Orono, ME 04469



IT Support Services

Application for Employment

Date: _____

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alternate phone (optional): _____

First Class: _____ Alternate E-mail: _____

Major: _____ Year: _ 1st _ 2nd _ 3rd _ 4th _ 5+ _ Grad

Expected Graduation Date: _____

Do you have: _ Work Study \$ _____ Work Merit \$ _____
(Not required for employment)

Please list your previous work experience:

Job Title	Company	Dates	Reason for Leaving

Please list any references:

Name	Relationship	Years known	Phone

Please describe any experience you have had working with people and/or other related qualities:

What is your background dealing with computers: jobs, classes, hobbies etc.?

Please make any other comments here that you feel would be helpful to considering your application:

Other materials:

Resume: Requested
Cover Letter: Optional
Portfolio: Optional

Applicant's Signature: _____ Date: _____

Manager's Name: _____

Manager's Signature: _____ Date: _____

Please return completed applications to any ITSS site or E-mail to:
ITapp@umit.maine.edu

Skills Assessment

Name: _____

Date: _____

Based on the criteria below, please rate your skill level, list any classes you have taken (high school, college) that used or taught that skill, include your grade for that class. If self-taught, or trained at another job, please indicate that in the *class* column. Use the empty cells to list any other programs or skills you feel are relevant.

“0”– no knowledge

“1”– basic knowledge (*previous usage*)

“2”– very good (*in-depth knowledge*)

“3”– expert (*extremely comfortable with every aspect, thorough knowledge of most functions*)

Skill	Level	Class(s)	Program(s)	Semester	Grade
Example: Website Design	3	NMD 206	DreamWeaver	Fall 2003	A
3D Modeling					
Animation					
Audio Editing					
Audio Equipment Operation					
Camera Operation - Still					
Camera Operation - Video					
Coding - Cascading Style Sheets					
Coding – JavaScript					
Coding - Server Side Scripting					
Compressed Video Conferencing					
Customer Service					
Database Design/Operation					
Desktop Publishing					
DVD/CD Authoring					
First Class					
Image Editing					
Macromedia Studio MX					
MS Office XP					
Operating System – Linux					
Operating System - Mac OS X					
Operating System - Windows XP					
Printing - set up jobs/printer operation					
Scanning – flatbed					
Scanning – Slide scanner					
Vector Art					
Video Editing					
Video Equipment Operation					
Website Design					

Availability Sheet

Desired number of hours per week (*not less than 10 and not to exceed 20*): _____

Please, fill in any hours you have class or are unavailable for work for other reasons.

It will be assumed you are willing to work any hours not blacked out.

Time:	Sunday	Monday	Tuesday	Wednesd ay	Thursday	Friday	Saturday
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8:30 AM							
9:00 AM							
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