

WELLWORKS

Maintenance Staff

Name:	
E-Mail:	
Phone:	
Current Address:	
Permanent Address:	
Permanent Phone:	

Major:	
Minor:	
GPA:	
Expected Graduation Date:	
Check One:	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Grad Student

How many hours would you like to work each week?	<input type="checkbox"/> 5-10 <input type="checkbox"/> 10-15 <input type="checkbox"/> 15-20
Are you available to work weekends?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Available (check all that apply):	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Winter Break
Do you have experience working in a fitness center? If "Yes," please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No

1. Do you have experience performing preventative maintenance or repairs on fitness equipment? Yes No
 If "Yes," please explain:

2. Do you have experience performing custodial tasks? Yes No
 If "Yes," please explain:

3. What classes, work experience, or personal life experiences do you have that would help you in this position?

4. List any campus activities or organizations you are involved in:

5. Do you currently hold any of the following certifications?

CPR First Aid Personal Training Other: _____

6. What are your career goals?

7. Skill level: (None, Limited, Good, Excellent)

	Microsoft Office Excel
	Microsoft Office Word
	Confidence in dealing with exercise representatives via phone, email, or in person
	Using various tools to repair equipment
	Confidence in filing and organizing receipts from purchases

WELLWORKS AGREEMENT FOR EMPLOYMENT

ATTENDANCE:

We count on your contributions to this office and therefore, miss you when you do not come to work! Please notify us as soon as you know you will be missing work for whatever reasons (illness, going out of town, need to study, etc.) Your academics come first at OU, but your commitment to this job is also essential. If you find that you are unable to work the number of hours you first anticipated, please let us know and we will try to adjust your work schedule. All schedules should be finalized, however, by the second week of the quarter. Please be on time for work--if you are unavoidably detained, please call the office to let us know you are on your way. Repeated absences and/or tardiness will not be tolerated and will lead to disciplinary action and possible termination. If you cannot work your assigned shift, it is your responsibility to find a substitute.

WellWorks will be closed for University holidays, but not necessarily the days surrounding the holiday. Therefore, you will be expected to work during at least one of the holiday times. You will be expected to attend scheduled desk meetings and any departmental training sessions.

APPEARANCE:

Please dress appropriately for office work. Your attire should be modest and you must practice good grooming. In general we have a casual, but professional atmosphere. We do have a dress code for this position. We will supply you with a "staff shirt" and ask that you wear jeans, and athletic shoes when you work. You must wear a nametag while you are at WellWorks. Casual shorts may be worn in warmer weather, but please, no short shorts, jean shorts, mid-drift shirts, tank tops, or baseball caps.

ASSIGNMENTS & PROFESSIONALISM:

You are expected to perform your duties to the best of your abilities. If you do not understand an assignment, it is your responsibility to speak up and ask questions! We want you to know how to do many tasks and jobs, therefore, training will always be ongoing. Please do not hesitate to ask questions if something is unclear. Socializing while on duty should be kept to a minimum. Confidentiality in all office matters is of importance. The skills you learn in this position should help you in future employment, so do your best and keep a positive attitude.

I have read these policies and will abide by them.

Signature

Date