



**BCU
Time Slip
Application**

**Biomedical Communications Unit
123 Bustad Hall
Pullman, WA 99164-7013
(509)335-2624
FAX(509)334-6094**

Name:		Today's Date:	WSU ID#
Local Mailing Address:		Local Phone #	SSN# (Do NOT include if submitting by email)
City	State	Zip Code	Summer Phone # Date of Birth:
Summer/ Break Address:		Do You Have Workstudy?	Yes? Amount Allocated per Sem.
City	State	Zip Code	Email address/addresses
Emergency Contact: Name		Address	Phone Email
Major of Study:	Minor:	Expected Graduation Date:	Current GPA:

List schools attended: Begin with Current

	City, State	Dates	Enrolled	Graduated
Current School				
Previous:				
Previous:				

Employment History: Start with most recent

Employer	City, State	Job Title	Supervisor	Telephone	Dates	Reason Left?

References

Name:	Relationship:	Daytime Phone #

Will you work these hours?

Clerical Positions: work several times between 7:30am to 5pm Monday through Friday.

Availability:

Please fill out this table. Cross out the times you are NOT able or willing to work.
(We realize schedules may change. Please give us your best estimate based on your current class schedule)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7am							
8							
9							
10							
11							
Noon							
1							
2							
3							
4							
5							

Computer Experience:

(On a scale from one to five rate your aptitude of the following programs)

1= never heard of it

2=Novice (know what it is and what it does)

3=Amateur (played with it)

4=Competent User (taken a comprehensive class or designed many things on it)

5=Master (Have user certifications and can teach it to others)

_____ **Adobe PageMaker**

_____ **Adobe PhotoShop**

_____ **Adobe Illustrator**

_____ **Windows XP**

_____ **FTP**

_____ **Macintosh**

_____ **Adobe**

_____ **Acrobat**

_____ **Photoshop**

_____ **MS Word**

_____ **MS Excell**

_____ **MS Access**

_____ **MS Power Point**

_____ **MS Outlook**

_____ **MS FrontPage**

_____ **Web Browsers**

_____ **Illustrator**

_____ **Indesign**

_____ **Pagemaker**

_____ **Graph Design Programs**

I.e. Photoshop, Illustrator, Freehand (Explain-what programs, projects and when)

_____ **Presentation Programs**

I.e. PowerPoint (Explain-what programs, projects and when)

_____ **Databases**

I.e. Access (Explain-what programs, projects and when)

_____ **Accounting/Billing or Spreadsheet Programs**

I.e. Excel, Quicken (Explain-what programs, projects and when)

_____ **Web Design**

I.e. HTML, Frontpage, Dreamweaver, JAVA Script (Explain-what programs, projects and when)

_____ **Multimedia Programs**

I.e. Authorware, Director, Toolbook (Explain-what programs, projects and when)

_____ **Scanning**

I.e. Flat Bed, Slides (Explain-what programs, projects and when)

Questions to Expect During an Interview

(You do not need to fill out this section)

Work performance:

- 1) What motivates you to put forth your greatest efforts at work? Give us an example of something you have done that shows initiative. How does a manager get the best work out of you? What types of responsibility have you taken on and enjoyed?
- 2) How do you work under stress? How do you provide a high level of customer service when you are having a bad day? Describe a situation in which you had to motivate yourself to complete a task.
- 3) How would you like to improve yourself in the workplace?

Skills:

- 4) Give us an example of your comfort with learning new technology. Are you mechanically inclined? Give examples of how you have learned a technical skill.
- 6) What computer programs do you know how to use, and how easy is it for you to learn new ones?
- 7) Give examples of your people/customer service skills?

Excellence:

- 8) What makes you stand out among your fellow students? How would your friends describe you? Three words to describe you? Give an example of how you have gone above the call of duty. (This is an opportunity to tutee your own horn.)
- 9) What new goals have you established for yourself recently? What are the top priorities in your life?

Team work:

- 10) Give us an example of a time when you successfully worked within a team.

11) Tell us how you've worked independently yet still contributed to a team.

BCU:

12) Why should we hire you? What can you do for us that someone else cannot? What would you add to our unit?

13) What are you seeking from this position?

Thank you, for applying.