



**EVENT STAFF APPLICATION FORM**

**DUTIES:** The guest service department is our first line of communication to our guest, and it is our responsibility to greet everybody with a smile. Ushers are responsible for communicating with our customers, building customer rapport, and projecting a friendly and professional image of our facility. After every event, ushers are scheduled a clean-up assignment within a section of the arena.

**Reports to:** Reed Arena Events Coordinator

**WAGES:** Ushers at Reed Arena earn \$7.00/hour, paid bi-weekly. Payroll check direct deposit is required.

**SCHEDULE:** Schedules are done on a per event basis; schedules will be done on a bi-weekly or even monthly schedule. Positions are filled on a first come/first serve basis. An email will be sent or a telephone call will be made to schedule for an event or multiple events at one time. For students, working an event is not an excused absence from class, and you will not be able to leave work to attend class in most cases. Schedules for ushers are sporadic at times, in fact, the majority of our employees work only a few times a month.

**REQUIREMENTS:** When you are called to work you will be given a start time and a projected finish time. Unfortunately, events can last longer than expected or in a few cases end sooner. You are required to stay until the work is completed.

**DRESS:** Khaki pants, dark colored shoes and socks, and white dress shirt.  
Depending on the event, a polo shirt or a blue blazer will be issued.

**QUALIFICATIONS:** No previous training or background is required; however, if you have previous usher experience please let us know.

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

**PERSONAL INFORMATION:**

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_

Are you eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

If you are under age 18, do you have an employment/age certificates? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you been convicted of or pleaded no contest to a felony within the last five years? Yes \_\_\_\_\_ No \_\_\_\_\_

**POSITION/AVAILABILITY:** (Please indicate the days and hours that you are available to work)

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_  
Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

What date are you available to start work? \_\_\_\_\_

**Experience in Customer Service:** \_\_\_\_\_  
\_\_\_\_\_

**References:** Name/Title Address Phone

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

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed on this application.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Submit applications via fax: 979-862-7337 or bring to Reed Arena Guest Services Offices**

