

Queensborough Community College
of the City University of New York
Center for Tutoring and Academic Support

Receptionist Employment Application

Application Procedure

- Complete this application and email it to **AskCTAS@qcc.cuny.edu**
- Attach a resume

Qualifications for Receptionist

- Availability to work at least 20 hours per week (Monday -Thursday)
- Good listening and communications skills
- Ability to multitask effectively
- Basic computer skills (Microsoft Office)
- Previous customer service experience a plus

GENERAL INFORMATION

First Name _____ Last Name _____
Address _____ City, State, Zip _____
Phone # _____ Email _____

EMPLOYMENT STATUS (Check one.)

US Citizen _____ F-1 Visa _____ Resident Alien _____ Other _____

QCC STATUS

Are you a current QCC student? (Yes or No)
If no, have you attended QCC in the past? (Yes or No)
No. of semesters at QCC _____ Graduation Date/Expected date of graduation _____
Major _____ Major GPA _____ Cumulative GPA _____

EDUCATION: List the school/s, other than QCC, that you have attended or are currently attending.

College/University _____ Major _____
Graduation Date/Expected Date of Graduation _____ Degree Obtained _____
College/University _____ Major _____
Graduation Date/Expected Date of Graduation _____ Degree Obtained _____

EMPLOYMENT HISTORY # 1: List current or most recent job first.

Company _____ Job Title: _____
DATES EMPLOYED
From _____ To _____

EMPLOYMENT HISTORY # 2: List current or most recent job first.

Company _____ Job Title: _____

DATES EMPLOYED

From _____ To _____

AVAILABILITY

How many hours are you available to work each week? _____

Do you currently work at QCC?

If yes, which department/s _____

Indicate below the days and times you are available to work.

Semester: Fall _____ Winter _____ Spring _____ Summer _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday	
9 AM -10 AM						
10 AM - 11 AM						
11 AM - 12 PM						
12 PM -1 PM						
1 PM – 2 PM						
2 PM – 3 PM						
3 PM – 4 PM						
4 PM – 5 PM						
5 PM – 6 PM						
6 PM – 7 PM						
7 PM – 8 PM						

Note: Choose the number of hours you are available to work from Monday to Thursday.

Signature of Applicant: _____ Date _____