Please write all answers in black or blue ink.

Name: _____ Date: _____

Permanent Address: Permanent Phone #:

Local Phone #:

Local Address:

UC Davis Email Address:

_____@ucdavis.edu

Student ID: _____ Expected Graduation Date (Month/Year):

Major: _____ _____

Current Class Standing:

☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior (4th/5th) ☐ Grad

Have you ever applied for a Computer Lab Management position? ☐ Y ☐ N

If yes, have you ever been interviewed by Computer Lab Management? ☐ Y ☐ N

Number of hours per week that you would like to work (12 – 19.5): _____

Please list your availability for work (must not conflict with class or academic commitments):

☐ Mornings (beginning at 7:30am) ☐ Afternoons
☐ Evenings (until 10pm) ☐ Weekends

If currently employed, do you intend to work both jobs? ☐ Y ☐ N

Please list your last 2 jobs or volunteer experiences:

Dates Employed	Job Title	Supervisor Name
Company Name & Phone #		
Duties		

Dates Employed	Job Title	Supervisor Name
Company Name & Phone #		
Duties		

Administrative Support Trainee Application
Last updated: 12/7/2023

Please write all answers in black or blue ink.

CUSTOMER SERVICE

What is your experience with customer service?

Please explain your experience with educating others. Have you ever taught classes, workshops, summer-camps, etc.? Have you tutored others?

Please describe your experience in helping others with computer problems or other technology issues.

Please list the names and phone numbers of any references below (no family members). You may attach a resume or letters of recommendation to this application.

COMMUNICATION & ORGANIZATION

What is your experience with time management in professional settings? Please describe the time management strategies that you use.

Administrative Support Trainee Application
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If you were unable to understand the directions for a task and your supervisor was not present, how would you proceed?

Please describe your style of communication and conflict resolution.

You ask your coworker to cover one of your shifts, during which an important time-sensitive task needs to be completed. When you return to work the next day, you discover that the procedure for this task was not followed correctly. How would you proceed?

COMPUTER EXPERIENCE

Please check your comfort level with and usage of the following operating systems:

	Little to no experience	Beginning	Intermediate	Advanced
macOS (list versions below)	☐	☐	☐	☐
_____				
Windows (list versions below)	☐	☐	☐	☐
_____				

Please write all answers in black or blue ink.

Please check your comfort level in answering questions about the following software:

	Little to no experience	Beginning	Intermediate	Advanced
Microsoft Word	☐	☐	☐	☐
Microsoft Excel	☐	☐	☐	☐
Microsoft PowerPoint	☐	☐	☐	☐
Microsoft Access	☐	☐	☐	☐
Google Docs	☐	☐	☐	☐
Google Sheets	☐	☐	☐	☐
Adobe Photoshop	☐	☐	☐	☐
Adobe Illustrator	☐	☐	☐	☐
Adobe InDesign	☐	☐	☐	☐
Adobe Premiere Pro	☐	☐	☐	☐
iMovie	☐	☐	☐	☐
Final Cut Pro	☐	☐	☐	☐
DaVinci Resolve	☐	☐	☐	☐
Vectorworks	☐	☐	☐	☐
Sketchup	☐	☐	☐	☐
Stata	☐	☐	☐	☐
R & R Studio	☐	☐	☐	☐

Please describe any:

- Software applications you use that are not listed above.

- Media production equipment you are familiar with.

- Graphic design or desktop publishing experience.

- Experience with creating web pages.

Do you own a printer or use one at home on a regular basis? If so, what kind?

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Last updated: 12/7/2023

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INFORMATION & EDUCATIONAL TECHNOLOGY (IET) COMPUTER ROOMS FAMILIARITY

How often have you used the following IET Open Access Computer Labs?

	A few times	Once a week	Several times a week
Shields 91	☐	☐	☐
IET Media Lab – SCC 2101	☐	☐	☐
Wellman 102	☐	☐	☐
Hutchison 78	☐	☐	☐
Olson 15	☐	☐	☐
TLC 2214	☐	☐	☐

How often have you used the following IET Computer Classrooms?

	A few times	Once a week	Several times a week
Hutchison 73, 75, or 93	☐	☐	☐
Olson 1, 27, 241, or 247	☐	☐	☐
Shields 90A or 90B	☐	☐	☐
Esau 2020 or 2060	☐	☐	☐
TLC 2212 or 2216	☐	☐	☐

Please check the equipment and/or services that you have used in our labs or elsewhere.

	In our labs	Somewhere else
Printing	☐	☐
Color Printing	☐	☐
Wireless Printing	☐	☐
Flatbed Scanner	☐	☐
Document Scanner	☐	☐
Slide Scanner	☐	☐
Graphics Tablet	☐	☐
IET Virtual Lab	☐	☐