

How do I get a Campus Dining job?

- Bring your Social Security card and your Food Handlers Card (if you have one) from home.
- Fill out the employment application completely. The local Address is your address while you are in school. The Permanent Address is where you live when not in school. Shade the days and times that you are NOT able to work due to class or other obligations. Mark the areas where you would like to work.
- Completed applications should be submitted to Julie Whitley (503-838-8950).

Can I be hired by Campus Dining if I don't have a Food Handlers Card?

All employees must have a Food Handlers Card but they have 30 days to obtain one after being hired. We recommend getting a card before applying for work. The cost is \$10.00. Contact the following offices to find out more information. Polk County: 503-623-9237. Marion County: 503-588-5357. Chemeketa Community College: 503-399-5091. Also try the following websites for On-Line education and testing. A credit card is required for payment.

www.foodhandler.org
Chemeketa Community College with Marion County
www.ora.org/education/education_fhonline.htm
Oregon Restaurant Education Foundation

How do I get a Work Sticker?

Take your Social Security Card and Student I.D. card to the Payroll Office on the third floor of the Administration Building on campus. We hire for both Work-Study and Non Work-Study positions. **You will need to get a work sticker before your first shift.**

When do I need to turn in my application and when do I get my work schedule?

APPLICATION DEADLINES:

- **Fall Term:** *Apply by August 20.* Schedules mailed to Home Address in September.
- **All Other Terms:** *All applications are due deadweek prior to the term in which you want to work.* Schedules handed out before the term break.

Place
Stamp
Here

OFFICE OF UNIVERSITY RESIDENCES & CAMPUS DINING
VALSETZ DINING HALL
WESTERN OREGON UNIVERSITY
345 N. MONMOUTH AVE
MONMOUTH, OR 97361

student employment application

campus dining

Dedicated to our customers' satisfaction

residential dining
Valsetz Food Court

retail dining

Caffè Allegro
Wolf Express
Western Deli
Wolf Grill
Catering

WESTERN OREGON
UNIVERSITY

APPLICATION DATE: _____ SIGNATURE: _____

Campus Dining employs 175 part-time students. Positions are available at two campus locations, Valsetz Dining Hall and Retail Dining located in the Werner University Center. Students are allowed to work a maximum of 20 hours per week but a recommended work schedule is 8-12 hours per week to allow for study time and other activities. Work schedules are based on class schedules and the number of work hours requested. Promotional opportunities are available to student employees.

NAME: _____ V #: _____
 First MI Last

LOCAL ADDRESS: Street: _____ Local Phone: _____
 City: _____ Zip: _____ Email: _____

PERMANENT ADDRESS: Street: _____ Phone: _____
 City: _____ State: _____ Zip: _____

Do you have a food Handler's card? Yes No If yes, expiration date? _____

WORK EXPERIENCE: _____

Number of Work Hours per Week Wanted: _____

Class Credit Hours Scheduled this term: _____

School Currently Attending: _____

Current Class Standing: Circle one
 Freshman Sophomore Junior Senior Graduate

TERM applying for work Circle One
 Fall Winter Spring Summer

Check area(s) you wish to work:

- Residential Dining - Valsetz Food Court
- Retail Dining - Werner University Center
- Catering - Werner University Center

Employees must be scheduled for at least 6 credit class hours to qualify as a student employee. International undergraduate students must be scheduled for at least 12 credit class hours and graduate students 9 hours.

PLEASE SHADE HOURS YOU CANNOT WORK:

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

Additional Notes for Work Schedule: _____

