

Personal Information

Last Name: _____ First Name: _____ Middle Initial: _____

Phone Number: _____ Email Address: _____

Present Address:

Street: _____ City: _____ State: _____ Zip: _____

Permanent Address:

Street: _____ City: _____ State: _____ Zip: _____

Experience

Have you worked for MNSU before? ☐ Yes ☐ No

If so, which Office or Department? _____

When did you work there? _____ Are you work study eligible? ☐ Yes ☐ No

Previous sales experience: _____

Academics

Average number of credits taken per semester: _____ Expected Graduation Date: _____

Current or completed coursework related to position: _____

Student Status: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate Student

Major: _____ Minor: _____

Interests, skills, foreign languages, etc.: _____

Job Description and Expectations

- You are expected to maintain contact with current and potential advertisers via email, phone and inter-person communication, and to do so in a professional manner.
- You will be expected to meet weekly sales goals, as well as work ahead for future publication sales goals.
- Attendance at weekly meetings held at 10:00 a.m. every Friday is mandatory.
- Clear communication with Business Manager and Advertising Design Supervisor.

Personal/Professional References

NAME _____ PHONE _____ EMAIL: _____

RELATIONSHIP TO REFERENCE: (previous employer/friend/family member) _____

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RELATIONSHIP TO REFERENCE: (previous employer/friend/family member) _____