



Custodial Placement Questionnaire

Date: _____

Student ID Number: _____

Legal Name (Last, First): _____

Preferred First Name: _____ E-mail Address: _____

Cell Phone: _____ Home Phone: _____ Box Number: _____

Campus Housing (Building, Room Number): _____

Class (Freshman, Sophomore, Junior, Senior): _____

Sports and/or other extracurricular activities: _____

Work Restrictions, allergies, injuries, etc.: _____

Preferred Work Locations and Hours

Please rank your preferred work hours and locations with 1 representing your first choice, 2 representing your second choice, and 3 representing your last choice. Public buildings are generally cleaned in the mornings, afternoons, or evenings. Residence Halls are cleaned at various times throughout the day. Floaters work various hours and in diverse locations. Saturday is a full day shift from 6am to 2:30pm, which allows you to work just one day a week. We try to schedule according to your preferences, however, we reserve the right to schedule according to our needs.

Locations (Rank 1-3)

Public Buildings Residence Halls Floater Saturdays No Preference

Hours (Rank 1-3)

6:00am-8:00am 2:30pm-4:30pm 7:00pm-9:00pm 6:00am-2:30pm No Preference

Requested Supervisor and Schedule

If you prefer a specific supervisor and/or schedule please indicate it below and we will try to accommodate you.

Requested Supervisor: _____

Requested Schedule: _____

Office Use Only					
Start Date	Supervisor		Location		
Schedule					
Application	I-9	W-4	Contract	Offer Letter	Time Sheet
Confidentiality	Safety Training	Key Slip	Federal	Nonfederal	Withdrawn