



Grinnell College Mail Services Employment Application

Kim Hegg, Mail Services Manager
Mollie Warburton, Mail Services Assistant
Grinnell College Mail Services
641-269-3421
1115 8th Avenue, Grinnell, IA 50112

Personal Information

Last Name		First Name		Class Year	Date
Phone		Email Address		Box Number	

Please fill in your class schedule by marking out the days/hours you are unavailable to work.

	Monday	Tuesday	Wednesday	Thursday	Friday
8-9					
9-10					
10-11					
11-12					
12-1					
1-2					
2-3					
3-4					
4-4:30					

Are you taking a semester abroad? Which semester?

How many hours do you prefer to work per week? Are you available to work on Saturdays during the academic year?

Do you know how to operate a cash register?

Are you willing to work during academic breaks? Please indicate fall, winter, spring or summer.

List your last 3 jobs, your supervisor, and the length of time you held them. Briefly describe your duties.