

Phonathon Representative Information & Application Form



WEST CHESTER UNIVERSITY
FOUNDATION
— Student Success Is Our Mission —

The WCU Foundation Phonathon, an integral part of the Annual Giving Office, hires Phonathon Representatives to call alumni, parents, and friends to raise support for a variety of University needs.

Do you want to make an IMPACT? Do you want to develop your COMMUNICATION skills? Do you want FREE FOOD and BONUSES? Join our team NOW!

Benefits:

- Convenient campus location (202 Carter Drive, West Chester, PA)
- Develop key communication and negotiation skills that will be highly valued by future employers
- Directly impact West Chester University's students and improve quality programs

Compensation:

- Competitive hourly wage
- Opportunity to earn bonuses (nightly) and raises (per semester)
- Chance to earn great gift cards and other prizes from local businesses

Responsibilities:

- Develop excellent listening skills and be able to establish good rapport with alumni, parents and friends
- Communicate the need for support, answer questions, and use negotiation skills to encourage donations
- Perform in a professional manner, maintain high levels of enthusiasm and self-motivation, and adhere to attendance and program policies

Please email, mail, or hand in your application to, Samantha Garvey (WCU Foundation): 202 Carter Drive, West Chester, PA 19382; phonathon@wcufoundation.org; 610-455-6050.

**West Chester University Foundation
Phonathon Representative - Employment
Application**

Name: _____ Date: _____
 Major(s): _____ Local Address: _____
 Year: _____ Permanent Address: _____
 Cell Phone: _____ Perm Address Line 2: _____
 Email: _____ City: _____ State: _____ Zip: _____
 Preferred number of shifts per week (2, 3 or 4): _____ Referred by (if applicable) _____

Employment History (please fill in or attach your resume): *List any telemarketing/customer service experience first.*

Employer Name: _____
City/Town: _____
Phone: _____
Position/Title: _____ **Wage:** _____
Duties: _____

 _____ **Start Date:** _____
 _____ **End Date:** _____
Supervisor: _____
Reason for leaving: _____

Employer Name: _____
City/Town: _____
Phone: _____
Position/Title: _____ **Wage:** _____
Duties: _____

 _____ **Start Date:** _____
 _____ **End Date:** _____
Supervisor: _____
Reason for leaving: _____

Employer Name: _____
City/Town: _____
Phone: _____
Position/Title: _____ **Wage:** _____
Duties: _____

 _____ **Start Date:** _____
 _____ **End Date:** _____
Supervisor: _____
Reason for leaving: _____

Have you ever been employed by the WCU Foundation?
 If yes, list department, supervisor, and dates.

“In what organizations/activities are you involved that would relate to the responsibilities of this position?”

What interests you most about working for WCU’s Phonathon program?

Why should students and alumni be proud of WCU?

What are two reasons why an alumnus might want to give money to WCU?

The Phonathon Manager will determine your weekly schedule based on your availability. Employees will work two (2) (minimum), three (3) or four (4) shifts per week, and may have the opportunity to sign up for additional shifts weekly. *(Check all the nights you are available and star your most preferred nights.)*

Spring Session: January 22, 2018 – April 27, 2018

- _____ Monday 6:00-9:00
- _____ Tuesday 6:00-9:00
- _____ Wednesday 6:00-9:00
- _____ Thursday 6:00-9:00
- _____ Sunday 1:00-4:00
- _____ Sunday 5:00-9:00

Example

- ✓ *Monday 6:00-9:00/9:30
- ✓ Tuesday 6:00-9:00
- Wednesday 6:00-9:00
- ✓ *Thursday 6:00-9:00
- ✓ Sunday 1:00- 4:00
- Sunday 5:00-9:00

Callers who are able to work Sundays will be given priority consideration in the hiring process. Your application will be reviewed and you will be contacted via e-mail or phone to indicate whether or not you will be moving forward in the hiring process.

Training Date: TBD *attendance is mandatory*

References:

Please list two (2) references. Professional and academic references preferred and no relatives, friends, or WCU students.

Name:	Phone Number	E-mail	Relationship

IMPORTANT: Please Read and Sign Below

I have read and agree to the attached policies and procedures of the WCU Foundation Phonathon program. I understand the information contained herein will be held confidential and is, together with any attached papers, the property of the West Chester University Foundation. I certify that the information contained herein is complete, accurate and truthful to the best of my knowledge and belief. I understand that any misrepresentation on my part may be cause for a refusal to employ or future dismissal.

(Signature)

(Date)