

TRUMAN STATE UNIVERSITY UPWARD BOUND PROGRAM

EMPLOYMENT APPLICATION

PERSONAL DATA:

			Truman Banner ID
Last Name	First Name	MI	Social Security Number
Address	City, State	Zip	() Telephone Number
Permanent Address (if different)	City, State	Zip	() Telephone Number

E-Mail: _____ **POSITION DESIRED:** _____

EDUCATIONAL DATA: (If presently pursuing a degree, list degree and date anticipated.)

Name of School	Major/Degree	Date Received	GPA
College:			
College:			
College:			
High School:	---	---	

EMPLOYMENT RECORD: (Most recent first; Please note part-time [PT] or full-time [FT])

Employment	Position	Dates	PT/FT	Supervisor
				Name:
		Mo./Yr.-Mo./Yr.		Phone:
				Name:
		Mo./Yr.-Mo./Yr.		Phone:
				Name:
		Mo./Yr.-Mo./Yr.		Phone:

REFERENCES: (List only full-time professionals.)

	Name/Relationship	Contact Information
1.		Address:
		Phone:
2.		Address:
		Phone:
3.		Address:
		Phone:

EXPERIENCES/EXPERTISE/SKILLS:

Please describe your experiences in supervising and/or leading high school students.

Please describe specific qualifications, experiences or skills that would enable you to effectively work and interact with students and parents served by the Upward Bound project.

Why have you applied for this position?

MISCELLANEOUS:

Check areas in which you would be comfortable in assisting high school students:

Tutoring

Composition:	_____	Brainstorming Ideas	Science:	_____	Biology
	_____	Outlining/Organizing		_____	Chemistry
	_____	Grammar/Mechanics		_____	Physics
Math:	_____	Algebra I	Other:	_____	Social Science
	_____	Geometry		_____	Speech
	_____	Algebra II		_____	Study Skills
	_____	Trigonometry		_____	_____
	_____	Calculus		_____	_____
Foreign Language:	_____			_____	_____
	specify language(s)				

Advising/Leading Interest Groups

_____	Swimming	_____	Organized Team Sports	_____	Social/Cultural Activities
_____	Service-Learning	_____	Fitness/Weights	_____	Drama
_____	Photography	_____	Dance/Aerobics	_____	Discussion of World Travel
_____	Cooking	_____	Team-building Activities	_____	Vocal
_____	Vehicle Maintenance	_____	Art/Crafts/Painting	_____	Instrumental_____
_____	Outdoor Experiences	_____	Yearbook/Computer Design		(please specify)
_____	Relationship Topics (need to be able to discuss hard issues having to do with stress, moods, dating issues, relationships with parents/friends/guy/girl, change and loss, and sex)				

Hobbies/Interests/Organizations which relate to this position:

Would you be able to transport under-age students in University vans?_____ (Yes or No) Please do not answer "yes" unless you have a valid driver's license, a safe driving record, and are willing (with training) to operate a 14-passenger van with under-age passengers.

Do you have interest in the possibility of a part-time job for the next academic-year?_____ (Yes or No)

Have you ever been released from employment?_____ (Yes or No) If "yes," please provide an explanation which includes the employer's name, address, and phone.

Have you ever been arrested or charged with any violation including traffic, but excluding parking tickets? _____ (Yes or No) If yes, please list all such matters even if not formally charged or no court appearance, or found not guilty, or matter settled by payment of fine or forfeiture of collateral.

Date	Place/Department	Charge	Disposition	Details

CERTIFICATIONS:

If you are applying for a **residential** position, please initial that you are aware that you cannot take University classes during a summer position with Upward Bound. _____(initials) Internships through Upward Bound may be an exception.

I realize that to assure consideration of my application, I must **1)** submit my college transcript(s), **2)** arrange for three recommendations to reach the UB office by the review date and **3)** attach a resume. I understand that the falsification or omission of information can lead to refusal to hire or to discharge. I hereby give Upward Bound my consent to check references. I agree that I will not hold Upward Bound personally responsible for any result of the reference checks. I understand that employment is subject to a background check and may be subject to passing a drug test. If employed, I give Upward Bound permission to publish pictures, press releases, video footage, or use other media to highlight my involvement with the program.

Signature

Date

APPLICATION CHECKLIST:

- _____ Request transcript(s) from registrar(s) be sent to UB office
- _____ Request three references be completed and sent to UB office
- _____ Attach resume to application
- _____ Feel free to call UB (660.785.4244) to assure all application materials have been received.



Upward Bound is an affirmative action program which seeks employment applications from those groups which are traditionally underrepresented in higher education and in professional careers.