



Upward Bound Staff Application

You must print legibly (in ink) or type.

Personal Information:

Name: _____ Today's Date: _____

Email Address: _____

Current Address: Street: _____ Telephone: _____

City/State: _____ Zip Code: _____

Permanent Address: Street: _____ Telephone: _____

City/State: _____ Zip Code: _____

Emergency Contact: Name: _____ Relationship: _____

Street: _____ Telephone: _____

City/State: _____ Zip Code: _____

Do you have a reliable car? Yes No

Do you have auto insurance? Yes No

Driver's License? Yes No

Auto Insurance Carrier: _____

I am applying for a position as:

_____ **Instructor** - Subject Field(s): _____ Credentialed? Yes No

_____ **Outreach Advisor/Tutor/TA**
What 2 subject areas/grade levels are you competent in tutoring? _____

I am applying for a position during: Academic Year _____ Summer _____

Are you eligible for Work-Study? Yes No Award Amount: _____

Educational Background:

Major: _____ Overall GPA: _____ Current GPA: _____

List high school, college, or university you have attended (include current enrollment): Year in School: _____

<u>Date of Attendance</u>	<u>Name of Institution</u>	<u>Major</u>	<u>Certificate/Degree</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Extracurricular activities relevant to this job: _____

If hired, would you be able to work occasional weekends? Yes No

Please highlight hours you are available:

	Monday	Tuesday	Wednesday	Thursday
1:00 p.m.				
2:00 p.m.				
3:00 p.m.				
4:00 p.m.				
5:00 p.m.				

Language Skills:

Do you have any language skills other than English? Yes No

If yes, list language(s) that you read, write, and speak; check the appropriate level of your proficiency:

I read _____ easily _____ with some difficulty _____ very little _____

Language/s

I write _____ easily _____ with some difficulty _____ very little _____

Language/s

I speak _____ easily _____ with some difficulty _____ very little _____

Language/s

Relevant Work Experience:

Are you currently employed? Yes No **If yes**, # of hours per week: _____

Current Position Title: _____ Supervisor's Name: _____

May we contact your current supervisor? Yes No Supervisor's telephone #: _____

List your previous experience that would relate to the mission and goals of Upward Bound:

1) Position Title _____ Program, Agency, or Institution and Location _____ Dates Employed/Volunteered _____

Brief description of your position responsibilities: _____

2) Position Title _____ Program, Agency, or Institution and Location _____ Dates Employed/Volunteered _____

Brief description of your position responsibilities: _____

3) Position Title _____ Program, Agency, or Institution and Location _____ Dates Employed/Volunteered _____

Brief description of your position responsibilities: _____

4) Position Title _____ Program, Agency, or Institution and Location _____ Dates Employed/Volunteered _____

Brief description of your position responsibilities: _____

Is your computer literacy adequate enough to be able to provide assistance and supervision in a computer lab?

Yes No ***If yes**, what computer programs or systems are you familiar with?

Personal References:

Please list one academic and one work-related reference:

Academic Reference: _____ Telephone #: _____
Name

Work-Related Reference: _____ Telephone #: _____
Name

Signature:

By signing below, I affirm that all details listed in this application are true and accurate.

Signature

Date