

Date: _____

Academic Skills Center Employment Application

Personal Information

Name: _____ SSN# _____ - _____ - _____
 U.S. Citizen? yes no (If no, do you have a J-1 Visa F-1 Visa)
 During breaks and between semesters, the best place to reach me is: local permanent

Local Address

Street (and Apartment Number) _____
 City _____ State _____ Zip Code _____
 Local Phone Number _____ Email Address _____

Permanent Address (If different from local address)

Street (and Apartment Number) _____
 City _____ State _____ Zip Code _____
 Permanent Phone Number _____

Position(s) Applying For

- Content Tutoring (indicate subject area): _____
 - Office Staff
 - Peer Leader
 - Project Assistant
 - Seminar Leader (College Success or Math Review)
 - Supplemental Instruction Leader (indicate classes): _____
 - Other: _____
- Are you or will you be a: full-time student part-time student
 Semester applying for: Spring Summer 1 Summer 2 Fall
 Number of hours desired: _____
 Do you qualify for work-study? yes no not sure

Academic Information

	Name	Dates	Course of study
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College/University: _____
 College/University: _____
 Present Classification: freshman sophomore junior senior graduate other

Major: _____	GPA in Major: _____	Expected Graduation Date: _____
Minor: _____	Overall GPA: _____	

List any awards, honors, or scholarships _____

Employment History

Employer (include current)	Dates (mo/yr)	Location (city/state)	Phone	Job Title
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Have you previously worked for WMU? yes no
 Department Name: _____
 Supervisor: _____ Phone Number: _____
 Dates: from _____ to _____
 List any other relevant or tutoring experience: _____

Additional Skills

Check all that apply:

- | | | |
|---|---|--|
| <input type="checkbox"/> Data entry | <input type="checkbox"/> Oral Communication | <input type="checkbox"/> Web pages |
| <input type="checkbox"/> Database Application/Development | <input type="checkbox"/> Proofreading/Editing | <input type="checkbox"/> Word processing |
| <input type="checkbox"/> Email | <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Interpersonal skills | <input type="checkbox"/> Reliability | |
| <input type="checkbox"/> Novell Networks | <input type="checkbox"/> Spreadsheet | |

References (If applying for a tutoring or SI position, one reference must be from a faculty member in that subject area)

Name	Telephone
Relationship	How long have you know this person?
Name	Telephone
Relationship	How long have you know this person?
Name	Telephone
Relationship	How long have you know this person?

Work Availability – check times NOT available

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 a.m.							
9:00 a.m.							
10:00 a.m.							
11:00 a.m.							
12:00 p.m.							
1:00 p.m.							
2:00 p.m.							
3:00 p.m.							
4:00 p.m.							
5:00 p.m.							
6:00 p.m.							
7:00 p.m.							
8:00 p.m.							

How did you hear about this position?

- Bronco Jobs Plus
 ASC Website
 Friends
 Postings
 Other _____

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. You are hereby authorized to make any investigation on my personal history through ISIS, state agencies, and personal references. I, the undersigned, have read the entire application and have carefully considered the objectives of the identified employing department of Western Michigan University. With full understanding of the terms, I agree to willingly abide by the standards, rules, and regulations of Western Michigan University and the Academic Skills Center.

Signature	Date
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For Office Use Only

- | | | | | | |
|---|---------------------------------------|--------------------------------------|--|---|---|
| <input type="checkbox"/> Content Tutoring | <input type="checkbox"/> Office Staff | <input type="checkbox"/> Peer Leader | <input type="checkbox"/> Project Assistant | <input type="checkbox"/> Seminar Leader | <input type="checkbox"/> Supplemental Instruction |
|---|---------------------------------------|--------------------------------------|--|---|---|

Interview Date: _____

Hire Date: _____

Additional Notes: