

Division of Multicultural Affairs Employment Application

Division of Multicultural Affairs • 2260 Ellsworth Hall • Western Michigan University • Kalamazoo, MI 49008-5233

Phone: (269) 387-4420 Fax: (269) 387-3390

• Martin Luther King Jr. Academy • GEAR UP/College Day Program • STEM Program • Upward Bound Program •

Position applying for: (Please check one.)

- GUCD Leader UB Leader STEM Peer Mentor/Tutor MLK Leader DMA Clerical Assistant
 GUCD Instructor UB Instructor STEM Program Assistant Second Year Experience Leader

A. Personal Information *(Print legibly in black or blue ink.)*

Name _____ Email _____

Cell Phone (____) _____ Home Phone (____) _____ WIN _____

Current/Local Address _____ P.O. Box or Apt. # _____

City/State/Zip Code _____

Permanent Address (if different from above) _____

City/State/Zip Code _____

B. Education

Name and Location of Institution	Date (YYYY-YYYY)	Major	Minor	Diploma or Degree

C. Employment History *(If less than 2 years work experience, list volunteer experience.)*

Also, attach a copy of your current resume and any letters of recommendation.)

Employer (Company) _____ Supervisor _____

Location (City/State) _____ Area Code/Telephone _____

Job Title _____ Dates of Employment _____ to _____ Reason for leaving _____

Employer (Company) _____ Supervisor _____

Location (City/State) _____ Area Code/Telephone _____

Job Title _____ Dates of Employment _____ to _____ Reason for leaving _____

Have you worked for WMU? Yes No If yes, employee ID _____

Dept. Name _____ Supervisor _____ Dates From _____ To _____

Dept. Name _____ Supervisor _____ Dates From _____ To _____

D. Skills and Experiences *(Check all that apply.)*

- Organizational Word Processing Database Management Supervising
 Customer Service Communication Leadership Positions Publicity
 Event Planning Fax Machine Use Research Accounting/Budgeting
 Spreadsheets Copy Machine Use Graphic Design Web Design

List other special skills and hobbies _____

Courses successfully completed and are able to tutor _____

E. Academic Information and Work Availability (Attach class schedule.)

Current Classification: Freshman Sophomore Junior Senior Graduate

Academic major _____ Minor _____

Cumulative GPA _____ Expected date (semester/session and year) of graduation _____

Are you a full-time (12 or more credit hours) part-time student (11 or less credit hours)?

Do you plan to take classes? Yes No If yes, which semester? Fall Spring Summer I Summer II

Any internship, student teaching, organizational, or athletic responsibilities? Yes No Dates _____

Have you received work-study award? Yes No If yes, attach copy of award letter.

Academic Year and Semester work is desired _____ Fall Spring Su I Su II

F. Professional References

Name _____ Area Code/Telephone _____

Relationship _____ How long have you known this person? _____

Name _____ Area Code/Telephone _____

Relationship _____ How long have you known this person? _____

G. License, identification card, etc.

Driver's License or ID # _____ State _____ Expiration Date _____

Excluding minor traffic violations, have you ever been convicted of a felony or misdemeanor? Yes No

H. Statement of Certification

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment if discovered at a later date. I authorize the verification of any or all information listed above.

Applicant's Signature: _____ Date: _____

NOTE: Refer to each unit for additional application requirements. Return completed application form to hiring unit.

OFFICE USE:

To be completed by hiring unit before offer is made.

Dates position posted on BroncoJOBS _____ to _____ Interview Date _____

Fund/Cost Center/Object Code _____

Start Date _____ Grade _____ Step _____ Hourly Rate \$ _____ Job Code (6-digit) _____

Individual will be paid via Work-study, which type MGWS MUWS CWS **OR** Department

To be completed by DMA Administrative Assistant before offer is made.

Verification of applicants academic information Date _____ By _____

Approved Not Approved Explanation _____ Please note change in pay.

To be completed by hiring unit once approved.

Applicant's SSN _____ Bronco NetID _____

Signed Offer Letter Date _____ Appointment Transaction Completion Date _____

Applicant given checklist _____ Training Date _____ Meeting with DMA Director Date _____