

**EASTERN MICHIGAN UNIVERSITY**  
**UPWARD BOUND**  
**SUMMER ACADEMY EMPLOYMENT APPLICATION**  
(Please complete thoroughly)

Date \_\_\_\_\_ ☐ Peer Advisor ☐ Tutor ☐ Office Assistant  
Position of interest (please check one)

**I PERSONAL INFORMATION**

Name \_\_\_\_\_  
Last First Middle Name Date of Birth

E ID # \_\_\_\_\_ Are you a citizen of the United States? ☐ Yes ☐ No Are you a permanent resident? ☐ Yes ☐ No  
If no, list your visa # \_\_\_\_\_ Type \_\_\_\_\_ Expiration date \_\_\_\_\_

Present address \_\_\_\_\_  
Street City State Zip

Home address \_\_\_\_\_  
Street City State Zip

Telephone # (daytime) (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Emergency contact \_\_\_\_\_ Emergency telephone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

How did you learn about employment with EMU? ☐ Advertisement ☐ On-Campus Posting ☐ Job Fair ☐ Other Employees ☐ Web Page  
☐ Other (please explain) \_\_\_\_\_

Are you under 18 years of age? ☐ Yes ☐ No If yes, do you have a work permit? ☐ Yes ☐ No  
**NOTE: The permit must be presented before starting work.**

Have you ever been convicted of a felony? ☐ Yes ☐ No If yes, describe the nature of the offense, the sentence, and the date of sentencing:  
\_\_\_\_\_  
\_\_\_\_\_

Do you qualify for work Study? ☐ Yes ☐ No

Do you have a valid Driver's License? ☐ Yes ☐ No

**II EDUCATIONAL HISTORY**

Did you attend school under your present name? ☐ Yes ☐ No If no, please give name \_\_\_\_\_

School	Name and address	Years Completed	Date last Attended	Did you Graduate?	GPA	Major & Minor	Degree received
High School	Name _____ City State	1 2 3 4	mo. yr.	<input type="checkbox"/> Yes <input type="checkbox"/> No			
College or Trade School	Name _____ City State	Credits Earned	mo. yr.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Enrolled			
College or Trade School	Name _____ City State	Credits Earned	mo. yr.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Enrolled			
Graduate School	Name _____ City State	Credits Earned	mo. yr.	<input type="checkbox"/> Yes <input type="checkbox"/> No			

### III

#### EMPLOYMENT HISTORY

Must be completed fully • Start with *most recent* employer

1. Employer \_\_\_\_\_ Address \_\_\_\_\_  

No.
Street
City
State
Zip

 From \_\_\_\_\_ To \_\_\_\_\_ Starting wage/salary \_\_\_\_\_ Last wage/salary \_\_\_\_\_  

Mo.
Yr.
Mo.
Yr.

 Job title \_\_\_\_\_ Duties \_\_\_\_\_  
 Number of people supervised \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 Immediate supervisor \_\_\_\_\_ Title \_\_\_\_\_ Phone number \_\_\_\_\_
  
2. Employer \_\_\_\_\_ Address \_\_\_\_\_  

No.
Street
City
State
Zip

 From \_\_\_\_\_ To \_\_\_\_\_ Starting wage/salary \_\_\_\_\_ Last wage/salary \_\_\_\_\_  

Mo.
Yr.
Mo.
Yr.

 Job title \_\_\_\_\_ Duties \_\_\_\_\_  
 Number of people supervised \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 Immediate supervisor \_\_\_\_\_ Title \_\_\_\_\_ Phone number \_\_\_\_\_
  
3. Employer \_\_\_\_\_ Address \_\_\_\_\_  

No.
Street
City
State
Zip

 From \_\_\_\_\_ To \_\_\_\_\_ Starting wage/salary \_\_\_\_\_ Last wage/salary \_\_\_\_\_  

Mo.
Yr.
Mo.
Yr.

 Job title \_\_\_\_\_ Duties \_\_\_\_\_  
 Number of people supervised \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 Immediate supervisor \_\_\_\_\_ Title \_\_\_\_\_ Phone number \_\_\_\_\_

Did you work under your present name? ☐ Yes ☐ No if no, please give name \_\_\_\_\_

Indicate by number any of the above employers you do not wish us to contact \_\_\_\_\_  
 Why? \_\_\_\_\_

### IV

#### SKILLS AND ABILITIES

Select your strong academic area(s), then rate in the space provided (1, 2 or 3) your level of proficiency (3 being proficient and 1 being basic level). Please note: a written interview will be given based on your level.

- ☐ Reading Comprehension \_\_\_\_\_
- ☐ Writing \_\_\_\_\_
- ☐ Science (Physics, Chemistry & Biology) \_\_\_\_\_
- ☐ Math 1 (Arithmetic, Algebra 1 & Geometry) \_\_\_\_\_
- ☐ Math 2 (Algebra 2/Trigonometry, Pre-calculus & College Math) \_\_\_\_\_
- ☐ Spanish \_\_\_\_\_

1. List other skills/abilities which you feel would qualify you for this position: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
2. List any personal or professional certifications, awards, or accomplishments you have achieved: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
3. List any activities/organizations/clubs you are involved in on campus or in your community: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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**V** **SCHEDULE**

Schedule depends on the position you're applying for. Please check all that apply:

<input type="radio"/> Peer Advisor June 19 – August 4 Generally the whole day	<input type="radio"/> Tutor June 23 – July 27 Weekdays: 8-12pm and 1-3pm Weekends: 8pm-10pm	<input type="radio"/> Supplemental Tutor June 23 – July 23 Weekends: 8pm-10pm
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**VI** **PERSONAL REFERENCES**

(List professionals – other than relatives – likely to know your work skills and abilities)

	Name	Relationship	Phone Number
1.	_____	_____	(____) ____ - _____
2.	_____	_____	(____) ____ - _____
3.	_____	_____	(____) ____ - _____

**ALL APPLICANTS MUST CAREFULLY READ AND SIGN BELOW**

I acknowledge that the information I have provided in this application is true to the best of my knowledge. I understand that hiring decisions will be based on this information and if at any time the information provided (in part or in its entirety) is found inaccurate, I may be immediately discharged for that reason alone.

I authorize EMU to investigate my past employment and the information contained herein. I authorize a background check through the state of Michigan. I release from liability all persons, or employers, supplying such information. I understand that such information may also include a record of disciplinary action assessed me by my previous employers, and hereby release such parties from any obligation to notify me of these investigations of my background. I understand that if hired I will be expected to abide by all policies and procedures outlined by the Upward Bound program and Eastern Michigan University.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

The Upward Bound program is sponsored by Eastern Michigan University through a grant funded by the U.S. Department of Education Office of TRIO Programs.

**Policy on Non-Discrimination**

Eastern Michigan University shall not discriminate against any person because of race, color, creed, religion, national origin, gender, age, disability, or sexual orientation. The University shall work for the elimination of improper discrimination in the areas listed above in (1) organizations recognized by the University, and (2) from non-University sources where students and employees of the University are involved.

**Equal Opportunity Policy**

Eastern Michigan University admits students of either sex, and any race, color, or national or ethnic origin to all the rights, privileges, programs and activities accorded to students of the University. The University does not discriminate against students on the basis of sex, race, color, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other University-administered programs.

For Office Use Only		
____ 1	____ ID	_____
____ 2		_____
____ 3		_____