

EASTERN MICHIGAN UNIVERSITY

UPWARD BOUND

SUMMER ACADEMY TEACHER EMPLOYMENT APPLICATION

(Please complete thoroughly)

Date _____

PERSONAL INFORMATIONName _____
Last First Middle Name Date of BirthE 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 ZipHome 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 ☐ NoDo 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			
Certification	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****Please select what area you are applying for and hoping to instruct**

- ☐ 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: _____

V **SCHEDULE**

Class Schedule (typically) runs from 8:00am – 12:05pm:

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		_____