

**Eastern Michigan University
Upward Bound**

Employment Application

*Please submit with a copy of your most recent EMU Transcript (unofficial copy is fine).

Date: _____

I. PERSONAL

Name: _____ Social Security #: _____

Campus Address: _____
Street City State Zip

Campus Phone: _____ Email _____

Home Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____

Emergency Contact: _____ Emergency Phone: _____

Are you a citizen/permanent resident of the U.S.? _____ Yes _____ No

If no, list your current visa status and expiration date: _____

Have you ever been convicted of a felony? _____ Yes _____ No If yes, please explain: _____

Do you qualify for college work study? _____ Yes _____ No

Do you have a valid driver's license? _____ Yes _____ No

In what subjects do you feel you could tutor high school students?

List activities/organizations/clubs you are involved in on campus:

How did you hear about this position? _____

II. EDUCATION

Student #: _____

Class Year: _____

Academic GPA: _____

Major: _____

Minor: _____

Name/Location of Colleges
And Universities Attended

From
Month/Year

To
Month/Year

Degree
(If no degree, list credits
completed)

III. EMPLOYMENT HISTORY

List previous employment information starting with your most recent employer.

1.	Employer	Location	Position	Hourly Salary	Dates Employed
	_____	_____	_____	_____	_____

Immediate Supervisor: _____

Reason for Leaving: _____

2.	Employer	Location	Position	Hourly Salary	Dates Employed
	_____	_____	_____	_____	_____

Immediate Supervisor: _____

Reason for Leaving: _____

3.	Employer	Location	Position	Hourly Salary	Dates Employed
	_____	_____	_____	_____	_____

Immediate Supervisor: _____

Reason for Leaving: _____

Indicate by name any of the above employers you do not wish us to contact: _____

Reason: _____

IV. REFERENCES

List names and phone numbers and state how you know the reference of three people below. These references should be people we can call who can comment on your work/volunteer/school record and should be job supervisors, professors, ministers, etc. and not friends and relatives.

	Name	Phone #	Relationship to Applicant
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 conduct a background check, to investigate my past employment and the information contained herein. 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 the institution.

Signature of Applicant

Date

For Office Use Only

_____ 1	_____ IS	_____
_____ 2	_____ ID	_____
_____ 3		_____

Eastern Michigan University Upward Bound

Summer Academy Peer Advisor Employment Information & Application



Thank you for your interest in employment as a Peer Advisor for the EMU Upward Bound Summer Academy. Peer Advisors play a critical role in the success of our program. Each year we strive to put together a team of individuals who together represent a broad spectrum of cultural and social backgrounds to develop positive mentoring relationships with UB participants, which contribute to their academic, personal, social, and cultural development. We expect a great deal from our Peer Advising staff, however our Peer Advisors receive as much in return as the training and experience transcend the position.

UB Peer Advisors:

- ❖ Serve as mentors to participants in grades 10-12
- ❖ Offer advice on “college life”
- ❖ Assist in planning fun and enriching activities and field trips
- ❖ Ensure the safety and well being of program participants in the residence halls
- ❖ Provide academic assistance and tutoring
- ❖ And much, much more!

Please complete the application in its entirety. Only complete applications will be reviewed. We highly recommend that you attach a resume along with your application.

All applications are due in the Upward Bound office by **5:00 p.m. on March 19th** Candidates selected for an interview will be notified by April 16th.

If you have any questions about the position or the program please feel free to call the UB office.

Upward Bound
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