

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

Date _____ Position of interest _____

I PERSONAL INFORMATION

Name _____
Last First Middle Name Date of Birth

Social Security # ___/___/___ - ___/___ - ___/___/___ 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			
College or Trade School	Name _____ City State	Credits Earned	____ mo. ____ yr.	<input type="checkbox"/> Yes <input type="checkbox"/> No			
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**

Check any of these subject areas in which you could tutor (assist with high school coursework) students.

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> English composition | <input type="checkbox"/> Biology | <input type="checkbox"/> Geography |
| <input type="checkbox"/> Literature | <input type="checkbox"/> Earth Science | <input type="checkbox"/> Accounting |
| <input type="checkbox"/> French | <input type="checkbox"/> Anatomy & Physiology | <input type="checkbox"/> Business |
| <input type="checkbox"/> Spanish | <input type="checkbox"/> Biology | <input type="checkbox"/> Economics |
| <input type="checkbox"/> Algebra | <input type="checkbox"/> Chemistry | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Advanced Algebra | <input type="checkbox"/> Physics | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Trigonometry | <input type="checkbox"/> Social Studies | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Geometry | <input type="checkbox"/> American Government | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Pre-Calculus/Calculus | <input type="checkbox"/> U.S. History | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Computer applications | <input type="checkbox"/> World History | |

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**

List hours available to work:

Monday	Tuesday	Wednesday	Thursday	Friday
_____	_____	_____	_____	_____

VI **PERSONAL REFERENCES**

(List persons – 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		_____