

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

Date _____

I PERSONAL INFORMATION

Name _____
Last First Middle Name

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) (____) _____ - _____ Alternate telephone # (____) _____ - _____

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 and 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	_____ ID	_____
_____ 2		_____
_____ 3		_____

Eastern Michigan University Upward Bound

2001 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!

A complete job description is enclosed in this packet.

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 Wednesday, March 14, 2001**. Candidates selected for an interview will be notified by Friday, March 16. Candidates selected for an interview will be required to attend one of the two information sessions listed below:

Monday, March 19 at 9:00 a.m.

Tuesday, March 20 at 4:00 p.m.

Interviews will be held Wednesday and Thursday of that week.

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

Upward Bound
Eastern Michigan University
B-4 Goddard Hall
Ypsilanti, MI 48197
734/487-0488