

STUDENT EMPLOYMENT APPLICATION

Date: _____

Referral Information: How did you hear about the program (friend, advertisement, website, etc.)? _____

Personal/Contact Information >>>

Name: First _____ Last _____ MI _____

SSN#: _____ -- _____ -- _____ Birthdate: ____/____/____ WSU ID: _____

Local Address: _____
Street Address City State Zip

Permanent Address: _____
Street Address City State Zip

Primary Telephone: (____) _____ Alternate Phone: (____) _____

WSU Email Address: _____ Other Email Address: _____

U.S. Citizen: Yes No Permanent Resident: Yes No Resident Alien #: _____

Current WSU Employee: Yes No Department: _____ # Hours: _____

Do you have a current, valid U.S. driver's license? Yes No If yes, DL #: _____

Position applying For: Student Assistant (Academic-Year) Tutor (Academic-Year) Tutor (Summer)

Educational Background >>> (If a current student, please include a copy of your most recent transcript)

High School: _____
Name Location Grad Yr.

College: _____
Name Attended from – to Major Credits/Degree

College: _____
Name Attended from –to Major Credits/Degree

Currently Enrolled: Yes No If yes, # Hours this Semester: _____ GPA (Cumulative): _____

Expected graduation date: _____

Days and Time Available to Work:

Day:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A.M.							
P.M.							

Total Hours Available to Work Per Week: _____ Date of Availability: _____

Work Experience >>>

Position: _____ Employer: _____

From: _____ To: _____ Hrs/Wk: _____ Pay Rate: _____

Type of Business: _____ Supervisor: _____

May we contact this employer: Yes No Telephone: (_____) _____

Duties: _____

Position: _____ Employer: _____

From: _____ To: _____ Hrs/Wk: _____ Pay Rate: _____

Type of Business: _____ Supervisor: _____

May we contact this employer: Yes No Telephone: (_____) _____

Duties: _____

General Information >>>

1. Explain why you want to work for the TRIO Talent Search program.

2. State your personal and career goals and how this position would tie into those goals.

3. Describe any experience you have had working with low-income or first generation students.

4. Describe any previous office and/or clerical experience.

5. Explain how you prioritize and stay organized on projects.

6. Describe any special abilities or additional strengths you possess that would be useful in this position.

7. Eligible for Work-Study: Yes No If yes, amount currently available, if known: _____

8. Please check the following programs that you have previously worked for or have been enrolled in as a student:

- TRIO Upward Bound
- TRIO Student Support Services
- TRIO Talent Search
- TRIO Disability Support Services
- TRIO Educational Opportunity Center
- TRIO McNair Scholars Program
- Kansas Kids @ GEAR UP

9. If you are *not* applying for a tutor position, skip to the References section. If applying for a tutor position, please answer the following questions in the Tutor Questionnaire.

Tutor Questionnaire >>>

1. What classes and what grades have you previously tutored middle or high school students? Please specify.

2. What areas do you feel you are qualified to tutor middle or high school students? Check all that apply.

Course

- | | | | |
|-----------------|--------------------------|--------------------|--------------------------|
| Algebra I | <input type="checkbox"/> | Biology | <input type="checkbox"/> |
| Geometry | <input type="checkbox"/> | Chemistry | <input type="checkbox"/> |
| Algebra II | <input type="checkbox"/> | Physics | <input type="checkbox"/> |
| Pre-Calculus | <input type="checkbox"/> | Computer Science | <input type="checkbox"/> |
| Trigonometry | <input type="checkbox"/> | Engineering | <input type="checkbox"/> |
| Calculus | <input type="checkbox"/> | Anatomy | <input type="checkbox"/> |
| English | <input type="checkbox"/> | Research Methods | <input type="checkbox"/> |
| World History | <input type="checkbox"/> | Statistics | <input type="checkbox"/> |
| U.S. History | <input type="checkbox"/> | Journalism | <input type="checkbox"/> |
| U.S. Government | <input type="checkbox"/> | Robotics | <input type="checkbox"/> |
| Psychology | <input type="checkbox"/> | Financial Literacy | <input type="checkbox"/> |
| Sociology | <input type="checkbox"/> | Accounting | <input type="checkbox"/> |
| Ethnic Studies | <input type="checkbox"/> | Public Speaking | <input type="checkbox"/> |
| | | Other: | |

3. Have you ever worked with low-income and/or first generation students? If yes, describe:

4. Why do you want to be a tutor at Talent Search?

5. The tutoring position requires that you work without direct supervision. Are you able to work independently?

Please explain:

6. The tutoring position requires you to travel to the designated school. Do you have reliable means of transportation to go to schools on designated days?

7. The students need consistency. Once a tutoring schedule is set, the tutor must be committed to fulfill a **complete school year** with the students. Are you willing to work with Talent Search for at least one school year (August-July)? If not, please explain why.

8. You will encounter many different teaching styles while at the schools. Teachers may have styles that you will not agree with. How would you handle this situation?

9. You may be asked to tutor a student who does not show much interest towards learning. How would you motivate this student?

10. There may be instances where students may frustrate you and lack motivation. How would you handle this situation?

11. Do you have any additional qualities, qualifications and/or experiences that have not been covered that would be relevant to this position?

*****Tutor applicants, please provide a transcript, schedule of courses and two letters of reference.*****

References >>>

1.	_____	_____	_____	_____
	Name	Position	Phone	Email
2.	_____	_____	_____	_____
	Name	Position	Phone	Email

The information provided is to be used for evaluation purposes only and will be held in strict confidence. I authorize TRIO Talent Search to verify the information I have submitted.

Applicant Signature

Date

For Office Use Only >>>

Application Rec'd: _____

Transcript: _____

Letter of Interest: _____

Resume: _____

Interviewed: Yes _____ Date: _____

No _____ Why? _____

Remarks:

Suitable for Hiring? _____ Not Suitable? _____

Action Reason:

Starting Date: _____

Position Hired to Fill: _____

Salary: _____

Interviewer Signature

Date

Director Signature

Date