

Please download this form, fill it out, save it, and email it to [jaya.escobar@wichita.edu](mailto:jaya.escobar@wichita.edu)

**Wichita State University**  
**Upward Bound Wichita Prep**  
**Employment Application**

**PERSONAL INFORMATION**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ Phone 1 \_\_\_\_\_ (cell/home/work)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone 2 \_\_\_\_\_ (cell/home/work)

Email \_\_\_\_\_ WSU ID \_\_\_\_\_

U.S. Citizen Yes      No      If NO, type of Visa \_\_\_\_\_ Exp. Date \_\_\_\_\_

Have you ever worked for the Upward Bound Program?      Yes      No

If so, when? From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_

For what position are you applying?

Residence Hall Supervisor  
Academic Instructor  
Subject: \_\_\_\_\_  
Tutor

Tutor Counselor  
Student Assistant  
Teacher  
Graduate Assistant

Bridge Tutor  
(summer only, non-resident/  
DT)  
Volunteer

Are you a current WSU employee? Yes      No      If yes, no. of hours per week \_\_\_\_\_

Position \_\_\_\_\_ Department \_\_\_\_\_ Extension \_\_\_\_\_

**EDUCATION**

**Institution 1**

Name of college or university \_\_\_\_\_ Major \_\_\_\_\_

Undergraduate      Graduate      Last date enrolled \_\_\_\_\_ Graduation Date \_\_\_\_\_

Degree Completed \_\_\_\_\_ Hours Earned \_\_\_\_\_ GPA \_\_\_\_\_

**Institution 2**

Name of college or university \_\_\_\_\_ Major \_\_\_\_\_

Undergraduate      Graduate      Last date enrolled \_\_\_\_\_ Graduation Date \_\_\_\_\_

Degree Completed \_\_\_\_\_ Hours Earned \_\_\_\_\_ G P A \_\_\_\_\_

Have you ever worked in a public/private school system?    Yes            No

If YES, which district: \_\_\_\_\_

List the subjects and grade level of students you have taught in a public/private school system.

_____	_____
_____	_____
_____	_____

Have you ever worked with low income and disadvantaged students?            Yes            No

Have you ever worked with ESL (English as a Second Language) students?    Yes            No

Have you ever worked with multi-ethnic student populations?            Yes            No

Have you ever been a participant in Upward Bound or any other TRIO Program?    Yes            No

If yes, name of program and location \_\_\_\_\_

## TUTORING

Please check all areas you feel qualified to tutor.

- |   |                                     |                                       |   |   |
|---|-------------------------------------|---------------------------------------|---|---|
| <input type="checkbox"/> English          | <input type="checkbox"/> Grammar    | <input type="checkbox"/> Writing      | <input type="checkbox"/> Reading          | <input type="checkbox"/> Spelling           |
| <input type="checkbox"/> Math             | <input type="checkbox"/> Algebra    | <input type="checkbox"/> Geometry     | <input type="checkbox"/> Calculus         | <input type="checkbox"/> Trigonometry       |
| <input type="checkbox"/> Science          | <input type="checkbox"/> Biology    | <input type="checkbox"/> Chemistry    | <input type="checkbox"/> Physics          | <input type="checkbox"/> Earth Science      |
| <input type="checkbox"/> History          | <input type="checkbox"/> Government | <input type="checkbox"/> U.S. History | <input type="checkbox"/> World History    | <input type="checkbox"/> Financial Literacy |
| <input type="checkbox"/> Philosophy       | <input type="checkbox"/> Sociology  | <input type="checkbox"/> Journalism   | <input type="checkbox"/> Computer Science | <input type="checkbox"/> Business Education |
| <input type="checkbox"/> Music            | <input type="checkbox"/> Instrument | <input type="checkbox"/> Vocal        | <input type="checkbox"/> Art & Design     | <input type="checkbox"/> Performing Arts    |
| <input type="checkbox"/> Foreign Language | <input type="checkbox"/> Spanish    | <input type="checkbox"/> French       | <input type="checkbox"/> Other            | _____                                       |

Check the following testing instrument(s) for which you are familiar.

Learning Style Inventory  
Riverside Test of Achievement and Proficiency  
ACT

ACT Career Planning and Placement  
Iowa Test of Basic Skills

List honors or awards you have received: \_\_\_\_\_

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List areas of specialization and/or certification: \_\_\_\_\_

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## WORK EXPERIENCE

\_\_\_\_\_  
Name of Present or Former Employer                      Position                      Name of Supervisor

Job Description and Responsibilities \_\_\_\_\_

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Starting date \_\_\_\_\_ Ending date \_\_\_\_\_ Employer's Phone No. \_\_\_\_\_

\_\_\_\_\_  
Name of Former Employer                      Position                      Name of Supervisor

Job Description and Responsibilities \_\_\_\_\_

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Starting date \_\_\_\_\_ Ending date \_\_\_\_\_ Employer's Phone No. \_\_\_\_\_

\_\_\_\_\_  
Name of Former Employer                      Position                      Name of Supervisor

Job Description and Responsibilities \_\_\_\_\_

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Starting date \_\_\_\_\_ Ending date \_\_\_\_\_ Employer's Phone No. \_\_\_\_\_

## SKILLS AND EXPERIENCE

List any special qualifications, training, education, skills, or experience that you feel warrant consideration by the Program.

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What experience do you have that you feel qualifies you for this position?

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## LEGAL

Have you ever been arrested for or convicted of a crime other than a routine traffic violation?

Yes          No          If yes, date of arrest or conviction\_\_\_\_\_

Please explain: \_\_\_\_\_

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Do you have a valid Kansas Driver's License?    Yes, License # \_\_\_\_\_    No

## REFERENCES

- 1) \_\_\_\_\_  
Phone \_\_\_\_\_
- 2) \_\_\_\_\_  
Phone \_\_\_\_\_
- 3) \_\_\_\_\_  
Phone \_\_\_\_\_

## SIGNATURE

By signing this application for employment, I certify that I have read and understand all parts of it and certify that I have truthfully and completely answered all questions. I understand that falsification of any of the information given herein or any other employment form is grounds for immediate termination, regardless of when such falsification may be discovered.

Signature \_\_\_\_\_ Date \_\_\_\_\_

WICHITA STATE UNIVERSITY IS AN AA/EOE