

UPWARD BOUND SUMMER STAFF SUPPLEMENTAL APPLICATION

Personal Information:

EOE

Last Name	First Name	Middle Name or Initial	Date of Birth
Present Address (Number, Street, Date Residence Expires)	City	State	Zip Code
Area Code & Phone Number () -			
Permanent Address (if different from above)	City	State	Zip Code
Area Code & Phone Number () -			
Email Address	Best time(s) of day to reach you by phone		

Staff Position(s) Desired: rate in order of preference

Residential Coordinator Assistant Residential Coordinator Residential Advisor (RA) RA Night Duty RA Office Assistant	1st Choice:	3rd Choice:
	2nd Choice:	4th Choice:
Dates of availability: (When can you start? When must you end?)		Start date
		End date

Experience:

Previous Youth Work Experience (paid or volunteer)

Name of Employer	Title or Position		
Address	City	State	Zip Code
Employment Dates (Month & Year) From: To:	Name and Title of Immediate Supervisor		Area Code & Phone Number () -

Name of Employer	Title or Position		
Address	City	State	Zip Code
Employment Dates (Month & Year) From: To:	Name and Title of Immediate Supervisor		Area Code & Phone Number () -

Attach additional experience on a separate sheet

Training/Certification

Check courses taken for special skills, current certification or leadership. Indicate expiration date. (Proof of certification will be required.)			
<input type="checkbox"/> First Aid/CPR	<input type="checkbox"/> Do you intend to receive First Aid/ CPR certification training during staff training week?	<input type="checkbox"/> Life Guarding Certificate	<input type="checkbox"/> Teaching Certificate
Expires	<input type="checkbox"/> Yes <input type="checkbox"/> No	Expires	Expires
<input type="checkbox"/> Are 21 or older AND possess a valid driver's license. (This is not a requirement for employment; however, some staff duties may include driving rental vehicles.) If so, are you available to drive? <input type="checkbox"/> Yes <input type="checkbox"/> No Driver's license # _____ State _____ Expiration Date _____ DMV records will be obtained and reviewed for employees for whom driving is a job responsibility.			

Continued on next page...

Skills/Interest Areas

Please rate your proficiency in the following activities by writing the number that best matches your skill level next to the activity.

0=No Experience

1=Participated in Activity

2=Qualified to Assist

3=Qualified to Teach/Lead

Language Arts

- ___ English Composition
- ___ English Literature
- ___ Language other than English: _____
- ___ Speaking
- ___ Reading
- ___ Writing
- ___ American Sign Language
- ___ Other: _____

Sciences

- ___ Biology
- ___ Chemistry
- ___ Physics
- ___ Other: _____

Math

- ___ Algebra 1
- ___ Geometry
- ___ Algebra 2
- ___ Pre-Calculus
- ___ Other: _____

Visual and Performing Arts

- ___ Theatre/ Drama
- ___ Dancing/ Choreography
- ___ Music
- ___ Tie Dye
- ___ Drawing Sketching
- ___ Knitting/ Weaving
- ___ Video/ DVD Production
- ___ Digital Photography
- ___ Other: _____

Team Building:

- ___ New Games
- ___ Team Initiatives
- ___ Low Ropes
- ___ Other: _____

Sports:

- ___ Basketball
- ___ Baseball/ softball
- ___ Soccer
- ___ Frisbee/ ultimate Frisbee
- ___ Football
- ___ Volleyball
- ___ Weight lifting
- ___ Other: _____

Misc:

- ___ Financial aid
- ___ College admissions
- ___ Career planning
- ___ Peer counseling
- ___ Program/ event planning
- ___ Program/ event leading
- ___ Word processing
- ___ Alphabetizing
- ___ Office organization
- ___ Phone etiquette
- ___ Customer service

You are welcome to include other skills in a cover letter.

References

List 3 people **NOT** related to you who can attest to your qualifications for the position for which you are applying. Include one of your previously listed employers. A minimum of 2 references are required in order to complete the hiring process for new staff members, and 1 reference is required for returning staff..

Name	Profession	Area Code & Phone Number	Business or Home Address / Email
		Bus. () -	Address:
		Home () -	Email:
		Bus. () -	Address:
		Home () -	Email:
		Bus. () -	Address:
		Home () -	Email:

I hereby authorize College of the Redwoods to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to College of the Redwoods any and all letters, reports and other information related to my work records, without giving prior notice of such disclosure. In addition, I hereby release College of the Redwoods, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

(Check all that apply)

- Present Employer
- Present Employer after accepting Position
- Previous Employers
- References Listed

Signature _____

Date _____

APPLICANT STATUS (For Office Use Only)

References Received: _____ Employee Reference # in Database: _____

Hire: _____ Position _____

Salary _____

Not Hired: _____ Reason: _____