

UPWARD BOUND SUMMER STAFF APPLICATION

Personal Information:

Last Name	First Name	Middle Name or Initial		Date of Birth
Preferred Name (if different)		Sex	Gender	Pronouns: he/she/they (optional)
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 if applying for more than one position

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

Work Experience (paid or volunteer):

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

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

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

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

Training/Certification

Check courses taken for special skills, current certification or leadership. Indicate expiration date. (Proof of certification will be required.)

First Aid <input type="checkbox"/>	CPR <input type="checkbox"/>	Life Guarding Experience <input type="checkbox"/>	Teaching Certificate <input type="checkbox"/>
Expires:	Expires:	Expires:	Expires:
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.) <input type="checkbox"/>			
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.			

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
 Pickle Ball
 Football
 Volleyball
 Weight lifting
Other:

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. () Home ()	Address: Email:
		Bus. () Home ()	Address: Email:
		Bus. () Home ()	Address: 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
 Previous Employers
 References Listed

Signature _____
Date _____

Please save and email your completed application, a cover letter, resume, and your most recent academic transcripts to: heidi-bareilles@redwoods.edu

Form last updated: 2/4/2025