**St. Olaf College Upward Bound**



***Summer Enrichment Camp***

***Employment Application***

***Office/Classroom Assistant/Bridge Teaching Assistant***

If you are in need of any special assistance with this application form or with the interview process, please inform a staff member in the Upward Bound office and/or the Office of Human Resources so that appropriate accommodations can be made.

* Please use a pen and write clearly.
* Please complete all pages and include a **résumé** **and unofficial transcript** with your application. Failure to complete and/or sign the application may result in rejection of your application.
* If you need more space, enclose supplemental page(s).

Name: Date:

First Middle Last

Top of Form

Bottom of Form

Permanent Address: Cell Phone:

Current Address: Home Phone:

E-mail Address:

Post-Secondary Institution(s):

Graduation Year: Major and/or Licenses Obtained or Pursuing:

In the next year, are you/or will you be a St. Olaf student: Yes No If yes, I will be a:



Top of Form

Freshman Sophomore Junior Senior Not Enrolled



Bottom of Form

Upward Bound offers multiple summer part-time or temporary employment opportunities. Depending on the position, employment lasts approximately six weeks, mid-June through late of July. Please review the job descriptions [on our website](https://wp.stolaf.edu/upward/employment-opportunities/) for detailed descriptions of each position.

**Position(s) applied for (rank order, 1 most desirable):**

\_\_\_\_\_ Office Assistant \_\_\_\_\_ Classroom Assistant \_\_\_\_\_ Bridge Teaching Assistant

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Are you legally eligible to work in the United States? Yes No



Bottom of Form

Please list your **most recent** employment experience.

Employer: Phone: ( )

Street Address: City: State: Zip:

Position: Start Date: / / End Date: / /

Supervisor’s Name: Phone:

Top of Form

May we contact this employer? Yes No Reason for Leaving:



Bottom of Form

Describe Responsibilities, Duties, Software used:

Please describe any other previous and current activities and employment:

Employment:

Activities:

Please **circle** all the following subjects you would feel comfortable tutoring:

***Math Science Languages Other***

Integrated Math Physical Science Spanish English Comp.

Algebra Biology French History

Geometry Chemistry German Geography

Algebra II/Trig. Physics Chinese Economics

Calculus

Which of the following skills/talents can you offer Upward Bound (**circle all that apply**):

|  |  |  |
| --- | --- | --- |
| Regular driver's license | *Computer skills*: | CPR certified |
| Certified to drive St. Olaf vans | Excel/spreadsheets | First Aid certified |
| Tutoring experience | Google Suite | Other: |

What experiences have you had, paid or volunteer, where you were required to supervise teenagers or children? Describe your position(s) and responsibilities:

Why are you interested in working with the St. Olaf College Upward Bound program?

***Professional References***

List two persons and contact information, other than relatives or personal friends, who have knowledge of your work experience and/or education.

*Name:* Email: Phone:

Top of Form

*Relationship: Co-worker Supervisor Other:*



*Name:* Email: Phone:

Top of Form

*Relationship: Co-worker Supervisor Other:*



**Please read carefully:**

I certify all the information on this application to be true and complete and agree that any incorrect information will be sufficient cause for dismissal. I authorize St. Olaf College to check my statements, and to contact the references and former employers I have indicated. I release St. Olaf College and such references and employers from any liability in making statements to St. Olaf College in connection with this employment application.

I understand that in connection with my application for employment, St. Olaf College may ask a consumer reporting agency to run a criminal background check and report on me. I understand that I have the right to request the consumer reporting agency to provide me with a complete disclosure of the nature and score of the consumer report prepared about me. By signing this application, I authorize St. Olaf College to procure such a report.

I understand that nothing contained in this employment application in the granting of an interview is intended to create an employment relationship or contract between St. Olaf College and me, either for employment or the providing of any benefit. No promises regarding employment have been made to me and I understand that any such promise or guarantee would not be binding upon St. Olaf College unless made to me in writing. If an employment relationship is established, I understand and agree that my employment will be at-will, meaning it can be terminated any time at the option of either St. Olaf College or me. I further understand that any agreement for employment will not be for any specified period of time unless so agreed in a formal written appointment.

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Signature of Applicant Date

## Non-Discrimination

St. Olaf College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, age or any other legally protected class status in its programs and activities. The following person has been designated to handle inquiries regarding St. Olaf College’s non-discrimination policies: Director of Human Resources, Tomson Hall 180,

1520 St. Olaf Avenue, Northfield, MN 55057, phone: 507-786-3068.