



# UPWARD BOUND 2015

## RESIDENTIAL SUMMER ADVISORS

### APPLICATION PACKET

Deadline for Application - Monday, February 23, 2015

**DATES OF PROGRAM**                      JUNE 7<sup>th</sup> - JULY 16<sup>th</sup>, 2015

**REQUIRED TRAINING**                      There will also be a required training retreat the week before program starts, exact dates will be provided when position offers are made.

**BENEFITS**    \$1820 + room & board + fabulous co-workers

**RESPONSIBILITIES**                      Will live in Residence halls and provide advising and supervision of the Upward Bound high school students. Advisors will accompany students on out-of-town trips. Perform various other duties such as supervision of evening activities, group facilitation, and assisting in the planning and teaching of educational and recreational programs.

**QUALIFICATIONS**                      Prefer college students above the junior level by the summer of 2015. \*Experience working with high school youth \*Flexible and willing to work irregular hours \*Have strong commitment to working with adolescents \*Possess a valid driver's license \* Preference will be given to those with at least a 2.5 GPA.  
Summer classes may not be a possibility.

**APPLICATION PROCESS**                      Below is the tentative timeline for hiring. Please keep this page for your information.

February 19, 2015	References due in UB Office
February 23, 2015	Application deadline
February 26 - February 27	We will call you to schedule interview or send a "no interview" letter
March 2, 4 & 6	Individual interviews will take place
March 11	Group interview (by invitation only)

RETURN APPLICATION TO:                      UPWARD BOUND OFFICE  
PRICHARD HALL, Room 125  
By Monday, February 23, 2015  
Any questions call (304) 696-6462



**MARSHALL UNIVERSITY UPWARD BOUND  
SUMMER ADVISOR 2015 APPLICATION FOR EMPLOYMENT**

POLICY STATEMENT: Marshall University is an equal opportunity/affirmative action employer. Minorities and females are encouraged to apply.

Please return the completed application to the Upward Bound Office, West Lobby, Prichard Hall by Monday, February 23, 2015.

**PERSONAL INFORMATION**

NAME \_\_\_\_\_  
LAST FIRST MI

Present Campus Address \_\_\_\_\_

Local Telephone # with area code \_\_\_\_\_

Home Telephone # with area code \_\_\_\_\_

Work Telephone # \_\_\_\_\_

Social Security Number \_\_\_\_\_ 901# \_\_\_\_\_

Permanent Address \_\_\_\_\_  
Number/Street City State Zip

Email Address \_\_\_\_\_

Are you a US citizen \_\_\_\_\_yes \_\_\_\_\_no if no, give type of Visa or Status \_\_\_\_\_

Have you ever been a habitual user of drugs or alcohol \_\_\_\_\_yes \_\_\_\_\_no, if yes give details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been discharged or forced to resign from a position \_\_\_\_\_yes \_\_\_\_\_no, if yes, please fully explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you possess a valid driver's license \_\_\_\_\_yes \_\_\_\_\_no What state? \_\_\_\_\_

Have you ever been at fault in a car accident in the past two years \_\_\_\_\_yes \_\_\_\_\_no, if yes, please explain  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TYPE OF SCHOOL	NAME	MAJOR	# OF YRS ATTENDED	CURRENT STATUS (yr. in school)	TYPE OF DEGREE/CURRENT OR FINAL GPA
HIGH SCHOOL		NA		NA	NA
COLLEGE OR UNIV.					
COLLEGE OR UNIV.					
GRADUATE SCHOOL					
BUSINESS OR TECH.					
OTHER					

List college courses that you have taken that may be of help for this position (counseling, education, Etc.) \_\_\_\_\_

---



---

High School/College Activities & Organizations \_\_\_\_\_

---



---

Community/Volunteer Work \_\_\_\_\_

---



---

List special skills, talents and interests \_\_\_\_\_

---



---

**EMPLOYMENT HISTORY** List all former employment, beginning with current or last employer. If additional space is required, please attach a separate sheet.

1. Name of Employer \_\_\_\_\_ Dates of employment \_\_\_\_\_

Address \_\_\_\_\_  
Number/Street City State Zip

Your position \_\_\_\_\_ Phone Number \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_

Type of Business \_\_\_\_\_ # of persons you supervised \_\_\_\_\_

Your duties \_\_\_\_\_

Reason for leaving or wanting to leave \_\_\_\_\_

May we contact this employer \_\_\_\_\_ yes \_\_\_\_\_ no, if no, please explain \_\_\_\_\_

2. Name of Employer \_\_\_\_\_ Dates of employment \_\_\_\_\_

Address \_\_\_\_\_  
Number/Street City State Zip

Your position \_\_\_\_\_ Phone Number \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_

Type of Business \_\_\_\_\_ # of persons you supervised \_\_\_\_\_

Your duties \_\_\_\_\_

Reason for leaving or wanting to leave \_\_\_\_\_

May we contact this employer \_\_\_\_\_ yes \_\_\_\_\_ no, if no, please explain \_\_\_\_\_

\_\_\_\_\_  
If more employers, use the above format and attach to this application.

**REFERENCES** List the names of four individuals, at least three of which are professional or educational.

**Attached are references forms. Please give them to the individuals below and ask them to return the form to the address below by February 19th.** Reference form is also available online at [www.marshall.edu/ub](http://www.marshall.edu/ub) then click on summer program tab - form is at bottom of page.

	Name Address	Professional/Business Phone
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

Thank you for completing this application and for your interest in the Upward Bound Program.

I affirm that this Application for Employment, inclusive of all related materials, contains no willful misrepresentation or falsification and that the information given by me is true and complete to the best of my knowledge.

\_\_\_\_\_  
Name Date

Please return this application to the Upward Bound Program in Prichard Hall, Room 125, or mail it to the following address or e-mail it to [collier18@marshall.edu](mailto:collier18@marshall.edu) no later than Monday, February 23, 2015.

Darlene Collier  
Interim Director  
Upward Bound Program  
Marshall University  
1 John Marshall Drive  
Huntington, WV 25755

For questions, call: 304-696-6462

