



# UPWARD BOUND 2020

## RESIDENTIAL SUMMER ADVISOR APPLICATION PACKET

Deadline for Application: Friday, Feb. 21, 2020

**DATES OF PROGRAM** JUNE 7 - JULY 9, 2020

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

**BENEFITS** \$1,900 + room & board (meal plan) + fabulous co-workers  
+ Niagara Falls Trip July 6-9

**RESPONSIBILITIES** \*Will live in residence halls and provide advising and supervision of the Upward Bound high school students \*Will accompany students on out-of-town trips \*Will 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 at the junior or senior level by the summer of 2020. \*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.  
Advisors cannot be enrolled in summer classes (excl. Summer III) and any online class(es) would need prior approval from the Upward Bound Program director.

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

Monday, February 17	References due in UB Office
Friday, February 21	Application deadline
Friday, February 28	We will call you to schedule an interview or send a "no interview" letter/email
March 11, 12 & 13	Individual interviews will take place
Wednesday, March 18	Group interview (by invitation only)

RETURN APPLICATION TO: UPWARD BOUND OFFICE  
Prichard Hall, Room 125  
By Friday, February 21, 2020  
Any questions, call (304) 696-6462



## MARSHALL UNIVERSITY UPWARD BOUND SUMMER ADVISOR 2020 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 125, by Friday, February 21, 2020.

### 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 OF SCHOOL	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.)

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

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

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

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**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 Monday, February 17.** It is your responsibility to follow up with the individuals listed below to confirm that their referrals are sent to us with sufficient time for receipt by February 17. The reference form is also available online at [www.marshall.edu/ub/](http://www.marshall.edu/ub/), click on Summer Program tab - form is at the bottom of the 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 Friday, February 21, 2020.

Darlene Collier, Director  
 Upward Bound PH 125  
 Marshall University  
 1 John Marshall Drive  
 Huntington, WV 25755

For questions, call (304) 696-6462