

Multicultural Affairs Employment Application

Multicultural Affairs • 2260 Ellsworth Hall • Western Michigan University • Kalamazoo, MI 49008-5233

Phone: (269) 387-4420 Fax: (269) 387-3390

• Martin Luther King Jr. Academy • GEAR UP/College Day Program • STEM Program • Upward Bound Program •

Position applying for: (Please check one)

- GUCD Leader GUCD Instructor UB Leader UB Instructor MLK Leader MA Clerical Assistant
 STEM Peer Mentor/Tutor STEM Budget Analyst STEM Student Program Assistant Sophomore Component Leader

A. Personal Information *(Print legibly in black or blue ink)*

Name _____ E-mail _____

Local Phone (____) _____ Permanent Phone (____) _____ WIN# _____

Local Address _____ P.O. Box or Apt. # _____

City/State/Zip Code _____ Phone (____) _____

Permanent Address (if different from above) _____

City/State/Zip Code _____ Phone (____) _____

B. Education

Name and location of institution	Date (YYYY-YYYY)	Major	Minor	Diploma or Degree

C. Employment History *(If you have less than 2 years of work experience, list volunteer experience. Also, attach a copy of your current resume and any letters of recommendation.)*

Employer _____ Supervisor _____

Location (City/State) _____ Area Code/Telephone _____

Job Title _____ Dates of Employment _____ to _____ Reason for leaving _____

Employer _____ Supervisor _____

Location (City/State) _____ Area Code/Telephone _____

Job Title _____ Dates of Employment _____ to _____ Reason for leaving _____

Have you worked for WMU? Yes No If yes, employee ID _____

Dept. Name _____ Supervisor _____ Dates From _____ To _____

Dept. Name _____ Supervisor _____ Dates From _____ To _____

D. Skills *(Check all that apply)*

- Organizational Word Processing Database Management Supervising
 Customer Service Communication Leadership Positions Publicity
 Event Planning Fax Machine Research Accounting/Budgeting
 Spreadsheets Copy Machine Graphic Design Web Design

List other special skills and hobbies _____

Courses successfully completed and are able to tutor in _____

E. Academic Information and Work Availability (*Attach class schedule.*)

Current Classification Freshman Sophomore Junior Senior Graduate
Academic Major _____ Minor _____
Cumulative GPA _____ Expected Date of Graduation _____ Are you a full-time part-time student?
Do you plan to take classes? Yes No If yes, which semester? Fall Spring Summer I Summer II
Any internship, student teaching, organizational, or athletic responsibilities? Yes No Dates _____
Do you have work study? Yes No If yes, attach copy of award letter
Academic Year and Semester work is desired _____ Fall Spring Su I Su II

F. References

Name _____ Area Code/Telephone _____
Relationship _____ How long have you known this person? _____

Name _____ Area Code/Telephone _____
Relationship _____ How long have you known this person? _____

G. License, etc.

Driver's License # _____ State _____ Expiration Date _____
Excluding minor traffic violations, have you ever been convicted of a felony or misdemeanor? Yes No

H. Statement of Certification

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment if discovered at a later date. I authorize the verification of any or all information listed above.

Applicant's Signature: _____ Date: _____

NOTE: Please refer to each unit for additional application requirements

OFFICE USE:

To be completed by hiring unit before offer is made

Dates position posted on BroncoJOBS _____ to _____ Interview Date _____
Fund/Cost Center/Object Code _____
Start Date _____ Grade _____ Step _____ Hourly Rate \$ _____ Job Code (6-digit) _____
Individual will be paid via Work-study, which type MGWS MUWS CWS **OR** Department

To be completed by MA Administrative Assistant before offer is made

Verification of applicants academic information Date _____ By _____
 Approved Not Approved Explanation _____ Please note change in pay

To be completed by hiring unit once approved

Applicants SSN _____
 Signed Offer Letter Date _____ Appointment Transaction Completion Date _____
 Applicant given checklist _____ Training Date _____ Meeting with MA Director Date _____