

## WRITING CENTER CONSULTANT EMPLOYMENT APPLICATION

**Instructions:** Individuals applying to be consultants in the Writing Center should complete this application. Email the completed form and two to three academic writing samples to [writing-center@wmich.edu](mailto:writing-center@wmich.edu). Please do not use creative writing as samples and do not send us any work you have had published. Ideally, you will be sending up academic samples of papers you wrote for classes. To complete the application, provide the requested information in the space below each bold item. You should be able to take as much room as you feel you need for your answers. Also feel free to attach a resume and to skip repeating information listed on that document. To help us read your applications, *please ensure that your answers are not bolded.*

### ***PART 1: PERSONAL INFORMATION***

**Name**

**Western Michigan University Id Number**

**WMU Email Address**

**Optional Additional Email Address**

**Telephone Number Where We May Contact You**

**Local Address**

**Permanent Address (If Applicable)**

### ***PART 2: WESTERN MICHIGAN EDUCATION DETAILS***

**Will you be a Western Michigan University student while employed in the Writing Center? If not, please explain why you want to work for us, although you are not a current student.**

**If you will be a student during your time of employment in the Writing Center, please answer the following:**

**Check the category that represents your current student classification:**

1<sup>st</sup> Year

Sophomore

Junior

Senior

Graduate (MA/MS)

Graduate (PhD)

Other (explain)

**Major/s or Area of Study**

**Minors**

**Overall GPA**

### ***PART 3: ADDITIONAL EDUCATION DETAILS***

**List other colleges or universities you've attended, including any degrees earned, dates of attendance, and majors/minors, etc.**

**PART 4: EMPLOYMENT HISTORY** (Most recent or current employment first)  
*(Add employment lines as needed in the table below)*

Employer	Job Title	Location (City, State)	Dates of Work

**PART 5: THREE EMPLOYMENT REFERENCES**

List employment, school, or volunteer references who can speak to your ability to work with people. If you can list individuals who can talk about your writing and/or teaching ability, please do so, but don't worry if you can't. Please don't list family members as references.

Reference Name	Telephone #	Relationship to You	How long have you known this person?

**PART 6:** Briefly explain why you believe you will be an effective Writing Center Consultant. To ensure you understand what the WMU Writing Center does and how our consultants work with writers, you may want to review information about writing centers at the International Writing Centers Association website (<http://writingcenters.org/>) and/or, if possible, arrange to work with a consultant on some of your own writing in the Writing Center, 1343 Ellsworth Hall.