# The University Writing Center

Connecting Writers with readers

## Employment Application

UNCG

## Please include a recent sample of academic writing with your application.

|  |
| --- |
| Applicant Information |
| Full Name: |       |       |     | Date: |       |
|  Last | First | M.I. |
| Address: |       |       |
|  Street Address | Apartment/Unit # |
|  |       |       |       |
|  City | State | ZIP Code |
| Phone: | (     )       | E-mail Address: |       |
| Date Available: |       | Student ID No.: |       | GPA: |  |
| Anticipated Graduation Date:       Major/Minors:       |
| Education |
| High School: |       | Address: |       |
| From: |       | To: |       | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |       |
| College: |       | Address: |       |
| From: |       | To: |       | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |       |
| Other: |       | Address: |       |
| From: |       | To: |       | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |       |
|  |
| References |
| Please list two UNCG Instructors with whom you have had classes or worked closely. |
| Full Name: |       | Relationship: |       |
| Course: |       | Phone: | (     )       |
| Email: |       |
|  |  |  |  |
| Full Name: |       | Relationship: |       |
| Course: |       | Phone: | (     )       |
| Email: |       |
|  |  |  |  |
| Previous Employment |
| Company: |       | Phone: | (     )       |
| Address: |       | Supervisor: |       |
| Job Title: |       | Starting Salary: | $      | Ending Salary: | $      |
| Responsibilities: |       |
| From: |       | To: |       | Reason for Leaving: |       |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
| Company: |       | Phone: | (     )       |
| Address: |       | Supervisor: |       |
| Job Title: |       | Starting Salary: | $      | Ending Salary: | $      |
| Responsibilities: |       |
| From: |       | To: |       | Reason for Leaving: |       |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
| Company: |       | Phone: | (     )       |
| Address: |       | Supervisor: |       |
| Job Title: |       | Starting Salary: | $      | Ending Salary: | $      |
| Responsibilities: |       |
| From: |       | To: |       | Reason for Leaving: |       |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |
| Questionnaire |
| Please briefly answer the following questions: |
| 1. Why are you interested in working in the Writing Center?2. Why do people visit the writing center?3. Describe any experiences that will help you in Writing Center Work: |
|  |  |  |  |
| Disclaimer and Signature |
|  |
| I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. |
| Signature: |  | Date: |  |