

OAKLAND UNIVERSITY

PROJECT UPWARD BOUND COLLEGE PREP ACADEMY

264 South Foundation Hall
Rochester, MI 48309-4401
Phone: 248-370-3218 Fax: 248-370-3217 Email: PUB@oakland.edu
Website: www.oakland.edu/upwardbound

EMPLOYMENT APPLICATION

DESCRIPTION: Project Upward Bound is a federally funded program. Its mission is to prepare high school students for university success. Nationally, Upward Bound is designed to serve high school students from low-income households whose custodial parents do not have bachelor's degrees. This particular Project serves eligible students who attend Oak Park, Pontiac Academy for Excellence & Pontiac High Schools.

Summer Positions

Residential: Head Resident, Peer Mentor

Non-Residential: Teacher, Tutor/Teacher Aide, Office Assistant, Night Watch (in dorm)
(Math, Science, English, Spanish, Drama, Vocal Music, Dance, Stage Design)

Academic Year Positions – All Non-Residential:

Teacher: Teaches ACT-Prep in Math, Science, or English twice monthly on Saturdays

Tutor: Tutors 2-5:15 p.m. or 2-6:30 p.m. at least twice M-Th & 2 Saturdays/month, Fall and/or Winter

Office Assistant: Performs light clerical & delivery during business hours including Saturdays

See postings for specific job descriptions. See website for general job descriptions.

DIRECTIONS:

- Fill out this application for position(s) for which you qualify. (Professionals, please submit a resume.)
- Return the *completed* application to the office within 3 days. It may be returned in person or faxed. If the office is closed, feel free to slide it under the door.
- **If you are scheduled for an interview, please read PUB's website before the interview** (see address above). Come to the interview with a list of references and their contact information.

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EMPLOYMENT APPLICATION

Name:	Position for which you are Applying:
School:	Campus:
Your Campus Address:	Home Address:
Your Campus Phone:	Home Phone:
Cell Phone:	Oakland University G#:
Email #1:	Email #2:
Facebook:	MySpace:
Other Personal Website:	Term of Last College Enrollment:
Major:	Current Cumulative GPA:
# of Credits Accumulated:	# of Credits Enrolled for Now:

Current Class Status: ___ Freshman ___ Sophomore ___ Junior ___ Senior ___ Grad

If applying for a residential position, how long have you lived in

Dorms: from _____ to _____ *Apartments:* from _____ to _____
 Sem/Year Sem/Year Sem/Year Sem/Year

Long Term Education Objective

The highest degree I plan to earn is: ___ bachelor's ___ master's ___ PhD/EdD (other terminal)

Area(s) in which I plan to major/concentrate: _____

Long Term Career Objective:

Ultimate Position I plan to Obtain: _____

Positions I plan to Obtain along the way to Ultimate Position:

Extra-Curricular Involvements/Student Activities/Committees (on & off campus):

Unpaid Community/Volunteer Service Involvements (on & off campus):

Current Academic Standing: ___ Good ___ Probationary ___ In Danger of Dismissal

Have you ever been accused of *academic* misconduct? ___ No ___ Yes, Explanation:

Current Social Status: ___ Good ___ Probationary ___ Persona Non-Gratus: ___ Campus ___ Dorms

Have you ever been accused of *social* misconduct: ___ No ___ Yes, Explanation:

Have you ever been charged with a felony? ___ No ___ Yes, Explanation:

EMPLOYMENT HISTORY

(List most recent first. Include Jobs Relevant to job for which you are applying. Attach extra sheet if necessary.)

From	To	Position	Organization Name & Address
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Supervisor's Name & Title:	Description of Duties:
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From	To	Position	Organization Name & Address
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Supervisor's Name & Title:	Description of Duties:
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From	To	Position	Organization Name & Address
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Supervisor's Name & Title:	Description of Duties:
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List 3 of your most important skills (related to this job) that will help you earn an “outstanding” job performance rating:

Use the space below to describe what you are most passionate about and why. Use at least one example.

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INFORMATION RELEASE**

As an applicant for a position with Oakland University, Project Upward Bound College Prep Academy (OU-PUB), I declare that all information contained in this document is true. I understand that all OU-PUB positions involve contact with minor high school students. Therefore, my signature affixed below confirms that I authorize Oakland University and OU-PUB to perform a background check on me which may include, but may not be limited to, securing grades/transcripts, other academic and social history, and legal history from postsecondary, business, and public sources. I understand that this information will be held in confidence.

Name (Please Print)

Signature

Witness Signature

Today's Date