



The Cal U Writing Center
Noss Hall 110
724-938-4336
writingctr@calu.edu
Facebook us @ Cal U Writing Center

Dear Applicant:

Thank you for your interest in applying for the position of writing consultant at the The Writing Center. Our staff is dedicated to working with students and faculty to promote writing excellence at Cal U. In pursuing this goal, it is important that our writing consultants be selected with care to ensure that there is a good match between consultants, The Writing Center, and the university community we serve. The following application process has been designed to assist us in selecting staff members who will enjoy success as writing consultants. Please feel free to contact us if you have questions or concerns.

Sincerely,
Dr. Brent House
Director, The Writing Center

Please submit the following materials to The Writing Center:

- The Writing Center Student Employment Application
- Two samples of your writing:
 - A previously written research paper
 - A brief personal essay that describes your experience as a writer and explains why you believe you will make an excellent writing consultant

Upon receiving the application, we will send a confirmation e-mail. If you do not receive this confirmation e-mail within three days, please contact The Writing Center.

Student Employment Application

Fill in shaded fields and prompted entries

Position Desired: Graduate Assistant Writing Consultant **Date:** _____

PERSONAL INFORMATION (type or print in ink)

Name: _____ Student I.D. #: _____

Phone: (_____) _____ -- _____

Email : _____

Permanent Address: _____ Apt#: _____

City: _____ State: _____ Zip: _____

EDUCATION

	Name	Dates of Attendance	Course of Study
College/University			
College/University			

Classification: freshman sophomore junior senior graduate student

Major(s): _____

Minor(s): _____

Masters: _____

GPA: _____ Graduation Date: _____ Are you a full-time or part-time student?

EMPLOYMENT HISTORY

Employer <small>(include current employer)</small>	Dates <small>(month/year)</small>	Location <small>(city, state)</small>	Phone	Job Title

Have you previously worked for Cal U? Yes No

Dept. Name: _____

Dept. Name: _____

Supervisor: _____

Supervisor: _____

Dates: from _____ to _____

Dates: from _____ to _____

(Continued on other page)

Skills (check all that apply)

- | | | | |
|---|--|--|---------------------------------------|
| <input type="checkbox"/> Research | <input type="checkbox"/> Word Processing | <input type="checkbox"/> Databases | <input type="checkbox"/> Data Entry |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Telephones | <input type="checkbox"/> Email | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Web Design | <input type="checkbox"/> Document Design | <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Marketing |

WORK AVAILABILITY

Work study students are limited to 8 hours per week.

Please check all times available. If possible, attach class schedule.

Time	Mon	Tues	Wed	Thurs	Fri
9-10 am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-11 am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-12 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12-1 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1-2 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-3 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-4 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4-5 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Office Use Only

Interview Date:

Hire Date:

Notes:

REFERENCES

Name: Enter Name Telephone: () --

Relationship to you: Enter Relationship How long have you known this person?

Name: Enter Name Telephone: () --

Relationship to you: Enter Relationship How long have you known this person?

Name: Enter Name Telephone: () --

Relationship to you: Enter Relationship How long have you known this person?

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. You are hereby authorized to make any investigation of my personal and academic history through state agencies and personal references. I, the undersigned, have read the entire application and have carefully considered the objectives of the identified employing department of California University of Pennsylvania. With full understanding of the terms, I agree to willingly abide by the standards, rules, and regulations of California University of Pennsylvania.

Signature Date