

EMPLOYMENT BACKGROUND

Please list all employment experience you have obtained starting with the most recent. Please attach a full resume with your application.

Position held _____ Dates employed _____

Hours per week _____ Annual/Hourly rate _____ Reason for Leaving _____

Employer _____ Telephone Number _____

Address _____ Immediate Supervisor _____

Description of responsibilities: _____

May we contact your previous employer? ____ Yes ____ No

Position held _____ Dates employed _____

Hours per week _____ Annual/Hourly rate _____ Reason for Leaving _____

Employer _____ Telephone Number _____

Address _____ Immediate Supervisor _____

Description of responsibilities: _____

May we contact your previous employer? ____ Yes ____ No

How would you describe your work ethic? _____

Do you have experience working with young people in grades K-12? ____ Yes ____ No

If yes, in what capacity? _____

Have you ever done any volunteer work? ____ Yes ____ No

If yes, where? _____

Have you ever been convicted of a criminal act as a result of the abuse or harm of a child?
____ Yes ____ No If yes, what was the conviction for? _____

Have you ever been convicted of a felony? ____ Yes ____ No
If yes, please explain: _____

Do you have a valid Driver's License? ____ Yes ____ No

Do you have working knowledge of computers? ___Yes ___No

If yes, in what areas? _____

List any other relevant experience or skills that may provide additional support for your application.

STATEMENT OF INTEREST

On a separate piece of paper, please provide a written statement that addresses why you are interested in working with Pre-College Programs and what you feel you could contribute to the Pre-College staff. Statement should be approximately 250-500 words.

CHECKLIST OF APPLICATION MATERIALS

___Application ___Resume ___Statement of Interest ___Transcript ___List of References

In signing this application, I hereby authorize any person, firm, or organization to supply any information about me concerning my past employment, military duty, felonies, or personal information to Wright State University, and I expressly release any such person, firm, or organization from any responsibility in disclosing such information. I certify that all statements in this application are true and accurate; I understand that making any false statement is reason for being denied employment or for having my employment terminated.

Signature of Applicant

Date

All application materials, submitted by mail should be forwarded to:
Wright State University
Office of Pre-College Programs
3640 Colonel Glenn Hwy
Dayton, OH 45435-0001

If you wish to hand deliver your application, please bring to:
Office of Pre-College Programs
University Park (Across from Meijer)
3821 Colonel Glenn Hwy. Bldg. A Room 123
Fairborn, OH 45324

If you have any questions, please contact the office at (937) 775-3135 or by FAX (937) 775-4883