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The "Write Place"
AAMU

Dr. Kem Roper, Director
kem.ropert@aamu.edu/Phone
PH: 256-372-8965

EMPLOYMENT APPLICATION

SECTION A-- DEMOGRAPHICS & CONTACT INFO

Date: _____ BANNER ID: _____ Semester & Year Applied: _____

Position (check one): Graduate Assistant _____ Work Study or non-tutor _____

TO APPLY FOR TUTOR POSITION: Complete a **TAN Employment Application Packet** (may be obtained at TAN office, in The "Write Place" or on TAN web page located under Academic Support & Retention: <http://www.aamu.edu/academics/academic-support-retention/freshman-academy/tutorial-assistance-network/employment.html>. (Once complete, e-mail a copy of this packet to kem.ropert@aamu.edu)

Name: _____ Local Telephone: _____ Cell: _____

Local Mailing Address: _____

AAMU Email Address: _____

***If different from address above:**

Permanent Mailing Address _____

Permanent Telephone: _____ Other Email Address: _____

Are you currently employed? Yes _____ No _____ # of hours: _____ Do you have work study? _____

If yes, state the amount awarded _____ Are you a U.S. citizen/permanent resident? Yes _____ No _____

If no, do you have a valid work authorization? Yes _____ No _____

When will you be able to start employment? _____ # of hours available per week:

(Mon-Fri) _____ Days & Times available: _____

Classification: _____ Cumulative GPA: _____ Expected Graduation Date: _____

Major: _____ Minor: _____

Number of enrolled credits for upcoming semester: _____

Do you have any health problems? (Please specify): _____

What, if any, accommodations will you need in order to work? _____

SECTION B—OTHER INSTITUTIONS

Did you graduate or transfer from another university? Yes _____ (*complete Section B*) No _____ (*proceed to Section C*)

Graduating or transferring college/university _____ Year _____

Previous institution's academic reference and contact information:

Reference Name _____ Reference Title _____

Reference Contact Phone: _____ Reference Email: _____

SECTION C—JOB SKILLS

Typing speed _____ words per minute (**Note: a free 1-minute typing test can be found at TypingTest.com**)

Please list any information or job skills you think would help us evaluate your application, including training, seminars, workshops and achievements or specialized skills: _____

Please specify your knowledge and efficiency with the following, using E for Excellent, G for Good, F for Fair, NS for No Skills in this area:

Microsoft Excel _____ Microsoft Word _____ Microsoft PowerPoint _____ Microsoft Publisher _____ Internet Explorer _____

Microsoft Outlook _____ Facebook _____ Twitter _____ Instagram _____ Google Docs _____ Google Drive _____

Pinterest _____ GroupMe _____ YouTube _____

SECTION D—EXTRACURRICULAR ACTIVITIES

Please list your anticipated and current memberships and involvement in clubs, organizations, and part-time employment. _____

SECTION E—COVER LETTER

Please submit a typed, double-spaced cover letter that describes your academic and extracurricular interests and commitments as well as your previous work and leadership experiences which may assist you in this position. Address your letter to Dr. Kem Roper and submit with this application form.

SECTION F—QUESTIONNAIRE

1. Are you comfortable working with other students? Yes _____ No _____
2. If selected for this position, will you commit to attending all scheduled trainings? Yes _____ No _____
3. Why are you interested in this position and why do you believe that you are a good candidate?



SECTION G—EMPLOYMENT HISTORY

Please provide information regarding your last three positions beginning with the current or most recent.

1. Job Title _____ Employer _____
Phone _____ Address _____
Immediate Supervisor _____
Type of Business _____
Duties _____

2. Job Title _____ Employer _____
Phone _____ Address _____
Immediate Supervisor _____
Type of Business _____
Duties _____

3. Job Title _____ Employer _____
Phone _____ Address _____
Immediate Supervisor _____
Type of Business _____
Duties _____

