



Upward Bound Work Study

Employment Application

The Upward Bound Work Study Program is designed to help UB students make money and gain work experience while they are in the summer program. Students will apply, include a resume and participate in a mock interview to be considered for Work Study. As in the past, the positions are limited and are not guaranteed. All Work-Study money will be given to the students once total work hours have been verified at the end of the summer. **DUE February 24, 2024.**

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Areas/Positions of Interest : _____

Have you ever been employed for Work Study? YES NO
 If yes, when? _____

Would you be willing and able to drive off campus to a work study location? YES NO

Education

High School: _____ Address: _____

Grade Entering: **JR.** **SR.** **Bridge**

References

Please list three professional references. You may not use UB Staff.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Pay: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Are you currently employed? Yes No Will you continue working during the summer? Yes No

Please circle all tasks that you enjoy performing.

work with children work outside work in an office setting work with computers work with people

work in a hospital setting file/sort/take inventory write stay clean get dirty work with your hands

work in a quiet environment work in a noisy environment work with the elderly lots of activity sit and stay

Disclaimer

Employers will use these resumes to make decisions about who they will select as a work study participant.

Work study students will be selected based on a "real world" application process. Therefore, applications and resumes will be reviewed and scored based on neatness, completion, effort, and when they were submitted. Students will also participate in a mock interview for the positions they apply for. If you want a work study position this summer, please take time and effort in completing both the application and resume, as well as prepare for the mock interview. An example resume can be found online.

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: _____

Please attach a current resume. DUE FEBRUARY 24, 2024