



JOINT EDUCATIONAL PROJECT

Employment Application Form

Program Assistant Position

Joint Educational Project
 Dornsife College
 University of Southern California
 (213) 740-1837
 www.usc.edu/jep

Please include photo here

Applicants are required to attach resumes to this application form and encouraged to attach cover letters as well.
Be sure to answer all questions. Feel free to attach additional pages for your responses if necessary.
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Date _____

Name _____
Last First Middle

Local address _____
Number Street City State Zip

Permanent address _____

Cell () _____ Home () _____

Email _____ Emergency Contact: _____ Telephone () _____

USC card# _____ Are you currently authorized to work in the United States? ___YES ___NO.

Have you worked on campus before? YES/NO When? _____ Where? _____

Will you work anywhere else next semester? YES/NO If so, how many hours? _____ Do you have workstudy? ___

Current year in college _____ Major _____ Minor _____ No. of units next semester _____

Have you Participated in JEP? YES/NO How many times? ___ For what course(s) _____

Type of Assignment _____ PA(s) Name(s) _____

Please check all the departments you would be interested in working for:

- | | | |
|---|--|--|
| <input type="checkbox"/> Anthropology | <input type="checkbox"/> Environmental Studies | <input type="checkbox"/> Political Science / IR |
| <input type="checkbox"/> Art of Living / Yoga | <input type="checkbox"/> Exercise Science | <input type="checkbox"/> Project Read |
| <input type="checkbox"/> Biology | <input type="checkbox"/> French* | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Gender Studies | <input type="checkbox"/> Research Assistant |
| <input type="checkbox"/> Classics | <input type="checkbox"/> Geology | <input type="checkbox"/> Sociology |
| <input type="checkbox"/> CODA / Art Smart | <input type="checkbox"/> History | <input type="checkbox"/> Spanish* |
| <input type="checkbox"/> East Asian Studies | <input type="checkbox"/> Linguistics | <input type="checkbox"/> Volunteer |
| <input type="checkbox"/> Economics | <input type="checkbox"/> Math | <input type="checkbox"/> Writing Mentor |
| <input type="checkbox"/> English | <input type="checkbox"/> Philosophy | <input type="checkbox"/> Youth & Family Agencies |

*How fluent are you? ___very fluent ___somewhat fluent

Please provide two professional or academic references who can speak to your work ethic, abilities, and/or potential.

Name _____

Name _____

Relationship _____

Relationship _____

Company/School _____

Company/School _____

Address _____

Address _____

Telephone (____) _____

Telephone (____) _____

Tell us about yourself: Please use this space to elaborate on any background, experience, or qualifications which you believe should be considered in evaluating your qualifications for employment. You may include hobbies, volunteer experience, and other activities you believe relevant.

What interests you in this position and why are you qualified for it?

How do you think education and community service are related to each other?

Give an example of an activity where you worked as part of a team. What did you learn from it?

Give an example of a time when you interacted with someone different from you (i.e. gender, race, age, etc.). What did you gain from this experience?

If you would like to be considered for the Research Assistant position (which assists with data collection, Blackboard administration, etc.), please provide a brief explanation on a separate sheet describing your interest in this position.

PLEASE PRINT ALL
INFORMATION REQUESTED

PROGRAM ASSISTANT POSITION

Page 3

Work Experience Please list your work experience for the **past two years** beginning with your most recent job held.

Name of employer Address City, State, Zip Code Phone number	Name of supervisor	Employment dates	Pay or salary
		From To	Start Final
Your last job title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer Address City, State, Zip Code Phone number	Name of supervisor	Employment dates	Pay or salary
		From To	Start Final
Your last job title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer? Yes No

PLEASE READ CAREFULLY

Program Assistant Agreement

The following items are **REQUIRED** for the position of Program Assistant at the Joint Educational Project:

1. I will be able to work 15 hours per week between 8:30 a.m. – 5:00 p.m., Monday through Friday.
2. I will attend mandatory staff meetings on Mondays from 1:00 – 2:00 p.m. as part of my office hours.
3. I will attend a mandatory training session on August 20 – 23, 2012.

I am willing to commit myself to the aforementioned items as part of my responsibility to this job. It is my understanding that if I can not fulfill the above requirements, my job as Program Assistant will be in jeopardy.

By signing below, I agree to the requirements listed above.

Signature of applicant _____ Date: _____

Thank you for completing this application form and for your interest in our program.

DUE DATE: Friday, March 23rd

4:30 PM AT THE “LOT”

JEP staff will review applications and invite some applicants to interview for the position. Only those applicants who make it through the first round will be called for an interview.