



# JOINT EDUCATIONAL PROJECT

## Employment Application Form

### Program Assistant Position

**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 _____ School(s) _____				
PA(s) Name(s) _____				

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

<input type="checkbox"/> American Studies	<input type="checkbox"/> English/Comparative Lit.	<input type="checkbox"/> International Relations	<input type="checkbox"/> Sociology
<input type="checkbox"/> Anthropology	<input type="checkbox"/> Environmental Studies/Ecobright		<input type="checkbox"/> South JEP
<input type="checkbox"/> Biology	<input type="checkbox"/> French*	<input type="checkbox"/> Occupational Therapy	<input type="checkbox"/> Spanish*
<input type="checkbox"/> Classics	<input type="checkbox"/> Gender Studies	<input type="checkbox"/> Peace Project (school violence prevention)	
<input type="checkbox"/> Communication	<input type="checkbox"/> Geology	<input type="checkbox"/> Philosophy	<input type="checkbox"/> Understanding Homelessness through Service
<input type="checkbox"/> Community- Based Organizations			<input type="checkbox"/> Volunteer
<input type="checkbox"/> Computer Science/Information Technology	<input type="checkbox"/> Health Promotion	<input type="checkbox"/> Political Science	<input type="checkbox"/> Writing/Writing Mentor
<input type="checkbox"/> Creative Writing	<input type="checkbox"/> History	<input type="checkbox"/> Pre-Law	<input type="checkbox"/> Yoga/Little Yoginis
<input type="checkbox"/> Economics/Business	<input type="checkbox"/> Human Biology	<input type="checkbox"/> Project Read	
		<input type="checkbox"/> Psychology	

**\*How fluent are you? \_\_\_\_very \_\_\_\_somewhat**

**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.***

**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

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**PLEASE READ CAREFULLY**

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**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 Friday, January 5<sup>th</sup>.

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: \_\_\_\_\_

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

**DUE DATE: Friday, November 10th**

**Email applications to [pesante@usc.edu](mailto:pesante@usc.edu)**

**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.**