

JOINT EDUCATIONAL PROJECT

Employment Application Form

Program Assistant Position

Applicants are required to attach resumes to this application form

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:

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

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?

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 on Friday, January 8th.**

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 cannot 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, November 13th

Email applications to 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.