



CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE

Student Outreach and Recruitment Services

Outreach Internship Program (OIP) • Guest Relations • Gear Up/Project Steps
Student Marketing & Communications • Information Desk • Central Office
Upward Bound • Educational Talent Search

Bayramian Hall, Room 190
18111 Nordhoff Street
Northridge, CA 91330-8212
Phone (818) 677-2967
Fax (818) 677-4922

Office Use Only
Date App Logged _____
Interview Date _____
Time _____
Hired __ Yes __ No
Salary \$ _____

Employment Application

Position Applying for _____ Date _____

Name _____ CSUN ID # _____
Last First MI

Address _____
Street/Apt # City Zip Code

Telephone: (____) _____ Cell: (____) _____

Other Address _____
Street/Apt # City Zip Code

Email _____

Work Study? __ Yes __ No Award Amount \$ _____

Own a Car? __ Yes __ No Valid CA Driver's License? __ Yes __ No

Insurance Provider _____ Willing to Carpool? __ Yes __ No

Education

High School Attended _____

Have you successfully completed or are enrolled in Freshman math and English Courses?

Are you currently enrolled at Cal State Northridge? __ Yes __ No

If yes, Units Completed _____ Major _____ Cumulative GPA _____

Other colleges/universities attended _____

Fill out this section if you are applying for the Tutoring Position Only!

Work/Class Schedule

**Please list when you are available to work and when you are in class.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8-9 am					
9-10 am					
10-11 am					
11-Noon					
Noon – 1 pm					
1-2 pm					
2-3 pm	Tutors must be available M-Thurs between 1:30pm - 3:30pm . If available other hours during the week please indicate.				
3-4 pm					
4-5 pm					

Why do you want to be a tutor for the Upward Bound Summer Enrichment Program?

The Subject I feel most comfortable tutoring in is:

Math_____ English_____ Science_____ All_____

Name _____

Employment History

Employer's Name Address/Phone	Time Employed	Position	Reason for Leaving	Supervisor

Employment Experience (please list past job duties): _____

Computer Skills: _____

References (List two references)

Name/Title _____ Telephone (____) _____

Name/Title _____ Telephone (____) _____

Additional Documents: Please include a copy of your resume, current class schedule, most recent transcripts, and two letters of reference forms.

I hereby declare that all the information given in this application is true and complete to the best of my knowledge. I authorize appropriate personnel to verify such information and contact any references given by me. I also authorize the release of my academic records should I be considered for employment. I further agree to abide by all Cal State Northridge policies and procedures.

Applicant's Signature _____ Date _____



Summer Program Staff Application - Short Essay Questions

Instructions: Please answer the following questions as completely as possible. Attach additional sheets if necessary.

1. Which position are you applying for, tell us why? Head RA RA/Tutor Tutor only

2. Describe your experience working with students similar to those in the CSUN UB Program.

3. What can you offer this program as a summer staff member?

4. What do you expect to gain from this experience?

CSUN Upward Bound Summer Program RA STAFF REFERENCE FORM

APPLICANT NAME: _____

Reference Name: _____ Signature: _____

Department: _____ Title: _____

How long have you known the applicant/in what capacity? _____

POSITION DESCRIPTION: Resident Advisors supervise and advise high school students during the summer residential program. UB provides academic and enrichment activities to 66 high school students who come from low-income families in which neither parent has earned a college degree. The summer program provides participants with fast-paced, intensive academic coursework and other social, cultural and recreational enrichment activities.

INSTRUCTIONS: Please complete this form as candidly and honestly as possible. Feel free to attach any additional sheets or call the Upward Bound offices directly at (818) 677-2515 concerning any further questions about the position.

To submit this form you may fax it to (818) 677-4922, Attn.: Upward Bound, or e-mail it to upwardbound@csun.edu

PLEASE RATE THE APPLICANT IN THE FOLLOWING AREAS					
	Excellent	Good	Fair	Poor	No basis for judgment
Ability to relate to and work with others: <i>Strong interpersonal skills and an excellent team player.</i> Comments:					
Leadership ability: <i>An effective leader with the ability to inspire and direct others.</i> Comments:					
Initiative and motivation: <i>Sees what has to be done and does it. Accomplishes tasks with little prompting.</i> Comments:					
Organizational skills: <i>Can handle multiple tasks, manages time well and meets deadlines.</i> Comments:					
Creativity: <i>Ability/potential to develop and implement activities and programs to engage students.</i> Comments:					
Responsibility: <i>Uses sound judgment, accepts responsibility, takes pride in work, can be counted on.</i> Comments:					

Please comment, if possible, on any particular strengths/qualities that you feel would make the applicant an excellent candidate for an Upward Bound RA position.

Do you have any concerns about this person in an Upward Bound RA role?

Based on the job description and your knowledge of the candidate, please indicate the candidate's likely success as an Upward Bound RA.

- | | |
|---|--|
| <input type="checkbox"/> Highly recommend | <input type="checkbox"/> *Recommend with reservations (please explain) |
| <input type="checkbox"/> Recommend | <input type="checkbox"/> *Do not recommend (please explain) |
