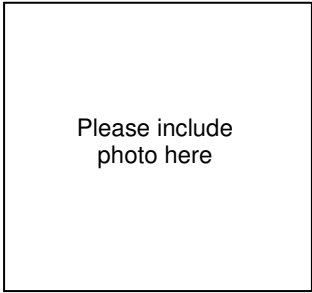


JOINT EDUCATIONAL PROJECT

Employment Application Form

Program Assistant Position

Joint Educational Project
 College of Letters, Arts, and Sciences
 University of Southern California
 (213) 740-1837
 www.usc.edu/jep



Resumes and Cover Letters are encouraged and may be attached to application. Be sure to answer all questions. 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 may be interested in:

- | | | |
|---|--|---|
| <input type="checkbox"/> Anthropology | <input type="checkbox"/> Gender Studies | <input type="checkbox"/> Policy, Planning and Development |
| <input type="checkbox"/> Biology | <input type="checkbox"/> Geology | <input type="checkbox"/> Public Arts Studies |
| <input type="checkbox"/> Classics | <input type="checkbox"/> History | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> English | <input type="checkbox"/> International Relations/Peace Games | <input type="checkbox"/> Sociology |
| <input type="checkbox"/> English | <input type="checkbox"/> Linguistics | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Exercise Science | <input type="checkbox"/> Math | <input type="checkbox"/> Volunteers |
| <input type="checkbox"/> French | <input type="checkbox"/> Philosophy | <input type="checkbox"/> Youth and Family Agencies |

Please list two references other than relatives.

Name _____

Name _____

Position _____

Position _____

Company _____

Company _____

Address _____

Address _____

Telephone () _____

Telephone () _____

Tell us about yourself: Please 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?

What is the connection between community service and education?

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?

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
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
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 Program Assistant position at the Joint Educational Project:

1. I will be able to work 15 hours per week during the first five weeks of the semester, and 12 hours per week thereafter, between 8:30 a.m. – 5:00 p.m., Monday through Friday.
2. I will attend mandatory staff meetings every Monday from 1:00 – 2:00 p.m. as part of my office hours.
3. I will attend the mandatory training session from August 18 through August 21.

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: MONDAY, April 7
4:00 PM AT THE JEP HOUSE**

Only those that make it through a paper sort will be called for an interview.