

University of Hawaii at Hilo
Upward Bound Classic Program &
Upward Bound Mathematics & Science Center

EMPLOYMENT APPLICATION

Please place a check mark in the box(es) to the left of the job title you are applying for.

Student Assistant Office Assistant

Please type, or print legibly in blue or black ink.

LAST Name _____ FIRST Name _____ MI _____

Social Security Number _____ - _____ - _____ Local Phone Number _____

Local Address _____ City _____ State _____ Zip _____

Alternate Local Number _____ Email Address _____

Do you have a valid driver's license? Yes No

Are you a US citizen? Yes No

If you are not a US citizen, please attach documentation to show that you are eligible to work in the US (i.e., permanent resident card, work visa, work permit, etc.)

For Current College Student

School _____ Major _____ Career Goal _____

Class Standing: Freshman Sophomore Junior Senior Other

Expected date of graduation (sem/yr) _____ Cum. GPA (as of last semester) _____

For Former College Student

Did you graduate? Yes No If yes, when (sem/yr)? _____

School _____ Major _____ Average GPA _____

Will you have other time commitments during the academic year besides Upward Bound (e.g., another job, taking classes)

Yes No If yes, list the commitments, days and hours per week.

Check the boxes that you have experience in:

- | | |
|--|---|
| <input type="checkbox"/> Mac | <input type="checkbox"/> PC |
| <input type="checkbox"/> Excel | <input type="checkbox"/> Word Processing |
| <input type="checkbox"/> Spreadsheet | <input type="checkbox"/> Power Point |
| <input type="checkbox"/> Publishing & Graphics | <input type="checkbox"/> Typing |
| <input type="checkbox"/> Web Design | <input type="checkbox"/> 10-key |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Filing |
| <input type="checkbox"/> Copy Machine | <input type="checkbox"/> Inventory |
| <input type="checkbox"/> Fax Machine | <input type="checkbox"/> Customer Service |

Personal Statement: Write a brief paragraph detailing how you are qualified for the position you are applying for, and why you would like to work with the Upward Bound Program. Use a separate sheet if necessary.

I hereby authorize the University of Hawaii at Hilo Upward Bound Program to maintain and release to prospective employers and appropriate offices the information contained in this registration file. I also authorize the release of my wage earnings information to Student Employment Office upon request.

Signature _____ Date _____