

## University of Mary Hardin-Baylor Application for UMHB Student Employment Writing Center

Last Name	Fir	st Name		Mide	lle Name		
Address	i	Cit	ý	State		Zip	
email	Cell Phone			Can you receive text? Are Yes No		you at least 18 years of Yes 🗌 No	
Student ID	Cla	ssification		Majo	r		
Do you reside in UMHB housing?  Yes No If yes, please list building and room/apt. #							

Do you work at any other job at UMHB?

∏ Yes ∏ N
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NOTE: UMHB students are allowed employment at UMHB in only one position at any given time.

PLEASE BRIEFLY DESCRIBE ANY EMPLOYMENT EXPERIENCE				
Employer	Work Performed	Dates of Employment		
Employer	Work Performed	Dates of Employment		

## PLEASE LIST ALL WRITING RELATED COURSES YOU HAVE TAKEN AND YOUR GRADES FOR THESE COURSES


ACADEMIC REFERENCES	
Name:	How long have you known this person?
Department:	
Name:	How long have you known this person?
Department:	
Name:	How long have you known this person?
Department:	

## PLEASE LIST YOUR MAJOR, IF DECLARED AND DESCRIBE YOUR SCHEDULE FOR NEXT SEMESTER

PLEASE LIST ALL UMHB EXTRA-CURRICULAR ACTIVITIES AND ATHLETICS IN WHICH YOU PARTICIPATE (OneVoice, Miss MHB, SGA, etc.)				

**COMPUTER SKILLS** (If applicable to the position for which you are applying)

Microsoft Word Excel PowerPoint Access Internet Other	<ul> <li>none</li> <li>none</li> <li>none</li> <li>none</li> <li>none</li> </ul>	<ul> <li>beginner</li> <li>beginner</li> <li>beginner</li> <li>beginner</li> <li>beginner</li> <li>beginner</li> <li>beginner</li> </ul>	<ul> <li>intermediate</li> <li>intermediate</li> <li>intermediate</li> <li>intermediate</li> <li>intermediate</li> <li>intermediate</li> <li>intermediate</li> <li>intermediate</li> </ul>	<ul> <li>advanced</li> <li>advanced</li> <li>advanced</li> <li>advanced</li> <li>advanced</li> <li>advanced</li> <li>advanced</li> </ul>	
Have you ever been adjudicated as a juvenile or convicted of or pled "nolo contendre" to a felony or misdemeanor crime?					
Based on the job description provided to me, I believe that I am able to perform the essential functions of this job, with or without reasonable accommodation.					
<ul> <li>I certify that answers given herein are true and complete to the best of my knowledge. In consideration of my employment, I agree to comply with the Employee Statement of Understanding, rules, regulations, philosophy, mission and policies of the University of Mary Hardin-Baylor.</li> <li>The University as employer may make the following conditions mandatory: shift work, rotating work schedules, or a work schedule other than Monday through Friday. I accept these conditions of employment.</li> <li>I grant the University of Mary Hardin-Baylor permission to access my academic, employment and personal history (which may include information concerning my character, criminal history, mode of living, general reputation, personal characteristics and related pertinent information.) I hereby waive any claim which I might have against any person or entity for information provided.</li> </ul>					
Signature of Applicant			Date		

**Please return this application in a sealed envelope to** Emily Bouza, Assistant Director of the University Writing Center, UMHB Box 8443