**Public Relations Office Employment Application, Fall 2020/Spring 2021**

**Date Application Was Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Personal Data:**

Last Name: Click here to enter text. First Name: Click here to enter text.

Local Address: Click here to enter text.

City: Click here to enter text. State: Click here to enter text. Zip: Click here to enter text.

Permanent Address: Click here to enter text.

City: Click here to enter text. State: Click here to enter text. Zip Click here to enter text.

Phone Number: Click here to enter text. Alternate Phone: Click here to enter text.

School ID #: Click here to enter text. Campus email: Click here to enter text.

Other Email: Click here to enter text. Projected Graduation Date: Click here to enter text.

Briefly Describe How You Learned about The Position (If learned through person, please list person’s name): Click here to enter text.

**Employee I.D. # (if you already work on campus, this number can be found on your electronic check stub at My UW-System):** Click here to enter text.

**Classification**:

Class (select one): Choose an item. Major: Click here to enter text.

GPA (overall): Click here to enter text. GPA (Major): Click here to enter text.

How many credits will you be taking in the semester you wish to tutor? Click here to enter text.

Are you eligible for work study? [ ]  Yes [ ]  No

If yes, what amount? Click here to enter text.

*This position will draw from work study allocations until depleted and then convert to regular payroll.*

Are you a first-generation college student? [ ]  Yes [ ]  No

Are you a transfer student? [ ]  Yes [ ]  No

Are you classified as a non-traditional student? [ ]  Yes [ ]  No

**Educational Background**:

High School (name and location): Click here to enter text.

College (if graduate student): Click here to enter text.

College Major (if different than above): Click here to enter text.

**Additional Employment/Activities:**

*The position requires a minimum of 10 hours of work per week (maximum of 30), and availability Monday through Friday. With that, please answer the following:*

Will you have another job this term (or the term you are applying for)? [ ]  Yes [ ]  No

If yes, please explain: Click here to enter text.

Please describe your anticipated involvement in campus and/or other activities for the term you are applying for (clubs, organizations, sports, honor societies, professional memberships, research, time-consuming classes)

Click here to enter text.

**Academic Preparation and Previous Employment that Relates to Public Relations, Management, or Office/Clerical Work**

1. Courses taken in high school:

Click here to enter text.

1. Courses taken at other universities

Click here to enter text.

1. Courses taken at UW-Whitewater in previous semesters (please include semester and professor):

Click here to enter text.

1. Courses currently enrolled in this semester (please include professor):

Click here to enter text.

1. Courses you are planning to take next semester:

Click here to enter text.

1. Any prior office experience? [ ]  Yes [ ]  No

If yes, please explain: Click here to enter text.

1. Other previous work experience (on and off campus):

Click here to enter text.

**Additional Questions**

*Strong written communication skills are essential for this position, so please keep that in mind when answering the following questions:*

Why are you interested in this position, and why do you feel that you would be a good choice? (Please explain in some detail):

Click here to enter text.

Please explain how your educational background and/or previous work experience relates to the Public Relations/Office position:

Click here to enter text.

Any skills that would help you in doing this job (i.e. computer programs, interpersonal communication skills, management, scheduling):

Click here to enter text.

Considering this position involves working within a tutorial center, what is your definition of academic success? What advice would you give to freshman that would help them become successful students?
Click here to enter text.

**Academic References (UW-Whitewater references preferred):**

Name: Click here to enter text. Address: Click here to enter text.

Relationship: Click here to enter text. Phone: Click here to enter text.

Name: Click here to enter text. Address: Click here to enter text.

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