**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.

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

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