

Engaging Education (e²) Job Application

Instructions and Information:

1. Review job qualifications and description to ensure you meet the requirements & qualifications before submitting application.
2. Complete all sections of the current application form thoroughly. Print completed application, sign and date at the end of the application before submitting. Ensure you have all items in the Check-Off List.
3. Make sure you have all items completed and together when you submit your application by the required deadline. **No extensions will be given and no late applications will be accepted.**
4. If you are applying for more than one position, please **submit separate applications for EACH position.**
5. All applications must be submitted hard copy, single sided.
6. By submitting an application it does not guarantee an interview or appointment to the open position. Please allow time for an email or phonecall notifying you if you will be given an initial interview.
7. Once contacted for an interview, we will give you all the necessary information regarding your interview date, time, and location. Please show up on time.
8. After all interviews have been conducted we will contact all applicants with a decision from the hiring committee via phone call, by email or in person notifications.
9. Submit all documents to the Engaging Education (e²) Center **at the designated drop box or via email at ucsc.e2@gmail.com, by 5pm, August 18th, 2017.**

Engaging Education
Attention: Hiring Committee
Redwood Building-2nd floor
UC-Santa Cruz
1156 High Street
Santa Cruz, Ca 95064

e² Qualifications & Requirements:

- Time management skills;
- Work independently as well as a member of a team;
- Exercise good judgment, particularly with sensitive and/or confidential matters;
- Demonstrate experience in Student Initiated Retention and/or Outreach programming;
- Be a current member of an active registered student organization that conducts Student Initiated Outreach and Retention programming;
- May not take on another leadership role or responsibility that takes a substantial time for example, coordinating a outreach or retention program;
- Ability to work in a diverse and dynamic office setting & organization;
- Ability to work with a diverse group;
- Ability to manage multiple tasks at once;
- Must attend monthly weekend Board of Directors meetings and/or Trainings and Retreats;
- Please note that each position requires different working hour commitments;
- Must be available for training and transition in at the beginning of September;
- This is an Academic Year commitment, and must be a registered student during the appointment, as well as, be physically present during your term; and
- One letter of Recommendation

Name:
 Last First Middle Initial

Position Title:

Phone Number: Email: Gender:

Address:
 Number Street Apt. Number (if any)

 City State Zipcode

Are you now and going to be a registered UCSC Student? Yes No
 Are you 18 years of age or older? Yes No

Ethnicity: (please indicate all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> African American/Black | <input type="checkbox"/> Latino/a | <input type="checkbox"/> Pilipino/Filipino American |
| <input type="checkbox"/> Chicano/a | <input type="checkbox"/> Native American/Alaska Native | <input type="checkbox"/> Raza |
| <input type="checkbox"/> Chinese/Chinese American | <input type="checkbox"/> Mien | <input type="checkbox"/> Vietnamese/Vietnamese American |
| <input type="checkbox"/> East Indian/Pakistani | <input type="checkbox"/> Mexican/Mexican American | <input type="checkbox"/> White/Caucasian |
| <input type="checkbox"/> Hmong | <input type="checkbox"/> Other Spanish American | <input type="checkbox"/> If none above, please self identify:
_____ |
| <input type="checkbox"/> Japanese/Japanese American | <input type="checkbox"/> Other Asian | |
| <input type="checkbox"/> Korean/Korean American | <input type="checkbox"/> Pacific Islander/Native Hawaiian | |

How did you hear about this position?

- Organizational Announcement Email Employee/Friend e² Website Other: (Specify):

Which Languages do you (please write all languages in the boxes below):

Speak	Read	Write
<input type="checkbox"/> Proficient <input type="checkbox"/> Moderate <input type="checkbox"/> Fair	<input type="checkbox"/> Proficient <input type="checkbox"/> Moderate <input type="checkbox"/> Fair	<input type="checkbox"/> Proficient <input type="checkbox"/> Moderate <input type="checkbox"/> Fair

Do not write in the box below.

**To be completed by the
e² Office**

Date Received: _____
 Staff Initial: _____
 Completed Application Yes No
 Interview Date: _____

Submitted:

- Cover Letter
- Application
- Resume
- Letter of Recommendation
- Schedule of Classes (current)
- Questions (attach at end)

Position Applying for:

- e² Co-Chair
- e² Class Coordinator
- e² Program Coordinator
- e² Office Manager
- SIO Class Coordinator
- e² Graphic Design & Information Technology-
- e² Summer Staff team

Finalized Hire Process:

- Accepted Hire Offer
- Applied online
- Blue Card

Instructions:

1. For the following section please answer on a separate word document the following questions.
2. No more than one page per question and all questions must be typed before submitting.
3. Answer all parts of the questions as best as possible and attach to the application packet.
4. No extensions will be given for this section.

Questions:

1. What organizations are you currently involved in and what is your role within those organizations? (e.g. committee leader, treasurer, etc.)
2. What responsibilities will you have during the academic year of 2017-2018? (organizational, other jobs, etc.) How many hours per week will you be committing to your organization? Please include any summer plans that may impact the position's start date.
3. Why do you feel you are qualified for this position? Please summarize any qualifications that make you eligible for this position. Highlight any relevant experience, skills, knowledge, and/or trainings that meet the qualifications of the position you are applying for.
4. What do you know of Engaging Education (e²)? What has been your experience with e² , Student Initiated Outreach and/or Retention? Please be specific.
5. Please review the e2 Mission, what part of the e2 Mission do you find the most important and why?

Computer Skills/ Applications:
(please specify software programs you know)

Word-Processing _____

Spreadsheet _____

Database _____

Communications _____

Desktop Publishing/Graphics _____

Website design _____

Typing Skills:

Words per minute (wpm): _____

Computer Hardware/
Operating System
(Check all that apply)

- Macintosh
- Windows
- Other: (Specify) _____

Education:

Select highest year completed High School Technical School College

List all degrees/dipolmas/certificates completed:

Name of School	City	State	Degree or Diploma	Major	Minor
Name of School	City	State	Degree or Diploma	Major	Minor
Name of School	City	State	Degree or Diploma	Major	Minor

Employment Record:

List your present or most recent employer FIRST. Account for all employment during the past five years. You may include major volunteer experience; you may exclude the names of organizations which may reveal your race, color, religion, national origin, veteran status, ancestry, sex, sexual orientation, age or physical disability. Engaging education will conduct reference checks prior to final hire.

Name of Employer/Buisness		Start Date	End Date	Total # of Yrs./Mos. worked	Hours worked per week
Address of Employer			Street	City	State Zipcode
			Salary Amount	Job Title	
		Supervisors Telephone	Reason for leaving		May we contact your present employer?
Name of Supervisor and Title					<input type="checkbox"/> Yes <input type="checkbox"/> No

Description of Job Duties:

Name of Employer/Buisness	Start Date	End Date	Total # of Yrs./Mos. worked	Hours worked per week

Address of Employer	Street	City	State	Zipcode	Salary Amount	Job Title

						May we contact your present employer?
Name of Supervisor and Title	Supervisors Telephone	Reason for leaving		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Description of Job Duties:

Name of Employer/Buisness	Start Date	End Date	Total # of Yrs./Mos. worked	Hours worked per week

Address of Employer	Street	City	State	Zipcode	Salary Amount	Job Title

						May we contact your present employer?
Name of Supervisor and Title	Supervisors Telephone	Reason for leaving		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Description of Job Duties:

Please ensure that all items are completed and filled out correctly by checking them off here on the Check-Off List. No extensions will be given:

Check-Off List:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Cover Letter | <input type="checkbox"/> 3 References |
| <input type="checkbox"/> Application | <input type="checkbox"/> Schedule of Classes (fall quarter) |
| <input type="checkbox"/> Resume | <input type="checkbox"/> Questions (attach to back of application) |

I certify that information provided within this application is true and complete. I agree that my failure to provide true and complete information here or elsewhere in the pre-hire process may be sufficient reason for denying me employment or dismissing me if I am employed. (Please print and sign)

Signature: _____

Today's Date: _____