

Summer Institute 2016

Writing Facilitator/ Instructor

Job Application

APPLICATION DEADLINE:

Friday, May 13, 2016 at 12:00 p.m.

# Summer Institute 2016 Writing Facilitator/Instructor Application

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name:  (Last) (First) (Middle) | | | | Empl ID: | | | | | | |
| Major: | | | | GPA in major: | | | | | | |
| E-mail: | | | | Overall GPA: | | | | | | |
| Present residential or physical address (Street, City, State, Zip): | | | | Highest level of English completed:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home phone:  ( )  Cell phone:  ( ) | | | | | | |
| Name and location of college/university:  *(List Most Recent First)* | | Dates:  *From* | (Mo/Yr)  *To* | | BS | MS | Major | | Graduation date:  *(Month/Year)* | | |
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| Honors, activities, and organizations: | | | | | | | | | | | |
| Computer Experience: Please check those software programs you are proficient.  🞎 MS Word 🞎 Access 🞎 FileMaker Pro  🞎 MS Excel 🞎 Adobe Photoshop 🞎 MS Publisher  🞎 Other(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | |
| Related Experience: May include permanent, part-time, summer, internship, volunteer, military service, etc. | | | | | | | | | | | |
| Employer Information  *(Most recent first)* | Your Job Title & Description of Duties | | | | | | | Date: *From* | | Date:  *To* |
| Name of Employer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | | | | | | |  | |  |
| Name of Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | | | | | | |  | |  |
| Name of Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | | | | | | |  | |  |
| Professional certifications, licenses, community activities, interests, hobbies: | | | | | | | | | | |

Questions

Please answer the questions below in the space provided. Do not add pages; your concise, personalized responses are important in the selection process.

1. Why are you applying for this position? What interests you about working as a Writing Facilitator/Instructor? What do you expect to gain from this work?

2. Describe a key experience you have had working with other students, especially diverse students (as a tutor, teaching assistant, peer assistant, teacher, etc.).

3. Describe the Cal Poly (or other college/university) advising, orientation, or instructional programs in which you have participated and/or worked.

4. What additional experience/knowledge/qualities do you possess which you feel better qualifies you for this position?

5. English courses completed with grades for each:

|  |  |
| --- | --- |
| Course Name | Grade |
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References

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| --- | --- | --- |
| **REFERENCES List three individuals not related to you who can attest to your skills and abilities.**  **One must be a former professor or employment supervisor.** | | |
| Name | Phone  ( ) | Email Address |
| Address |  |  |
| Relationship to you |  | Occupation |
| Name | Phone  ( ) | Email Address |
| Address |  |  |
| Relationship to you |  | Occupation |
| Name | Phone  ( ) | Email Address |
| Address |  |  |
| Relationship to you |  | Occupation |

**Submit completed application to**

**Maria Arvizu-Rodriguez**

**Student Academic Services, Hillcrest Bldg. 81**

**Cal Poly, San Luis Obispo, CA 93407**

**or email to summerinstitute@calpoly.edu**