

# Four Corners Upward Bound Math & Science Office Clerk Position Spring and Summer 2009

January 20, 2009 5:00 PM

## Job Description:

The Student Office Assistant responsibilities will include both basic office operations – such as typing, filing, copying, mailings – as well as program support – preparing for summer program, relaying numerous messages between classroom teachers, residence hall, and office staff, researching and tracking information and working on some projects independently. Since this position is very demanding we also require that the applicant not take classes during the summer program, but we are flexible to working around the student's academic schedule during the spring semester. The applicant must have a valid driver's license and be prepared to attend van training, once employed, to allow them to drive a 12 passenger van. The student must be able to lift 50 pounds on a regular basis. Therefore, we are looking for someone who is comfortable working with a wide variety of tasks and people. This person must be capable of working on their own and who have an interest in developing new skills. The applicant must be friendly, responsible, organized and self-motivated.

Pay Rate: \$7.00 per hour.

## Minimum Qualifications:

- Minimum cumulative GPA=2.0

## How To Apply:

- Complete the attached Application
- Attach your Personal Statement
- Attach your Resume

## How To Turn In Your Application:

- Bring all three sections of your application to the Four Corners Offices during regular work hours. The Four Corners Offices are located on the second floor of the Fieldhouse in rooms 245 or FAX the application and supporting documents ATTENTION: Terry Hubbard 928-523-9466.

## Do You Have A Question?

- Call Terry Hubbard @ 928-523-1315, or e-mail @ Terry.Hubbard@nau.edu

# Four Corners Office Clerk Application

## Basic Information

**Contact Information:**

|                       |       |        |
|-----------------------|-------|--------|
| Last name, First Name | SSN   | E-mail |
| Local Address         | Phone |        |
| City, State, Zip      |       |        |

**Student Information:**

|   |             |                |
|---|-------------|----------------|
| Current Class:<br><input type="checkbox"/> Freshmen <input type="checkbox"/> Sophomore<br><input type="checkbox"/> Junior <input type="checkbox"/> Senior | Major/Minor | Cumulative GPA |
|---|-------------|----------------|

*Indicate the hours you are able to work.*

| HOURS           | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-----------------|--------|---------|-----------|----------|--------|
| 8AM             |        |         |           |          |        |
| 9AM             |        |         |           |          |        |
| 10AM            |        |         |           |          |        |
| 11AM            |        |         |           |          |        |
| 12PM            |        |         |           |          |        |
| 1PM             |        |         |           |          |        |
| 2PM             |        |         |           |          |        |
| 3PM             |        |         |           |          |        |
| 4PM             |        |         |           |          |        |
| 5PM             |        |         |           |          |        |
| Total Hours/Day |        |         |           |          |        |

**Employment/Volunteer Record:** *Starting with your most recent or present employer/volunteer supervisor, please list all previous paid/volunteer positions. Please include any NAU experience.*

|   |   |                                     |
|---|---|-------------------------------------|
| Name of Company   | Type of Business                          | Job Title                           |
| Address   |   | Description of Job Responsibilities |
| City, State, Zip  |   |                                     |
| Name of Supervisor  | Phone                                     |                                     |
| May we contact your supervisor as a reference? <input type="checkbox"/> yes <input type="checkbox"/> no |   |                                     |
| Salary  | Dates Worked:<br>From                  To |                                     |
| Reasons for Leaving   |   |                                     |

***(Employment record continued.)***

|   |                  |                                     |
|---|------------------|-------------------------------------|
| Name of Company   | Type of Business | Job Title                           |
| Address   |                  | Description of Job Responsibilities |
| City, State, Zip  |                  |                                     |
| Name of Supervisor  | Phone            |                                     |
| May we contact your supervisor as a reference? <input type="checkbox"/> yes <input type="checkbox"/> no |                  |                                     |
| Salary  | Dates Worked:    |                                     |
|   | From          To |                                     |
| Reasons for Leaving   |                  |                                     |

|   |                  |                                     |
|---|------------------|-------------------------------------|
| Name of Company   | Type of Business | Job Title                           |
| Address   |                  | Description of Job Responsibilities |
| City, State, Zip  |                  |                                     |
| Name of Supervisor  | Phone            |                                     |
| May we contact your supervisor as a reference? <input type="checkbox"/> yes <input type="checkbox"/> no |                  |                                     |
| Salary  | Dates Worked:    |                                     |
|   | From          To |                                     |
| Reasons for Leaving   |                  |                                     |

|   |                  |                                     |
|---|------------------|-------------------------------------|
| Name of Company   | Type of Business | Job Title                           |
| Address   |                  | Description of Job Responsibilities |
| City, State, Zip  |                  |                                     |
| Name of Supervisor  | Phone            |                                     |
| May we contact your supervisor as a reference? <input type="checkbox"/> yes <input type="checkbox"/> no |                  |                                     |
| Salary  | Dates Worked:    |                                     |
|   | From          To |                                     |
| Reasons for Leaving   |                  |                                     |

***(Employment record continued.)***

|   |                    |                                     |
|---|--------------------|-------------------------------------|
| Name of Company   | Type of Business   | Job Title                           |
| Address   |                    | Description of Job Responsibilities |
| City, State, Zip  |                    |                                     |
| Name of Supervisor  | Phone              |                                     |
| May we contact your supervisor as a reference? <input type="checkbox"/> yes <input type="checkbox"/> no |                    |                                     |
| Salary  | Dates Worked:      |                                     |
|   | From            To |                                     |
| Reasons for Leaving   |                    |                                     |

|   |                    |                                     |
|---|--------------------|-------------------------------------|
| Name of Company   | Type of Business   | Job Title                           |
| Address   |                    | Description of Job Responsibilities |
| City, State, Zip  |                    |                                     |
| Name of Supervisor  | Phone              |                                     |
| May we contact your supervisor as a reference? <input type="checkbox"/> yes <input type="checkbox"/> no |                    |                                     |
| Salary  | Dates Worked:      |                                     |
|   | From            To |                                     |
| Reasons for Leaving   |                    |                                     |

***Please read and sign below:***

An Equal Opportunity Employer:

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital, or veteran status. Information provided on this application is confidential and used for the sole purpose of employment eligibility.

I hereby certify that the information on this application is true and correct, and I understand that any misrepresentation or omission of facts on my part will be justification for dismissal from the department's service, if employed. I understand that this job requires punctuality, reliability in attendance, and confidentiality. Breaches of confidentiality will be cause for immediate dismissal. I will notify my supervisor if I will be late or cannot work in advance so arrangements can be made for coverage. In addition, I am aware that continued employment is dependent on performance and availability of funds.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# Four Corners Office Clerk Application

## Short Answer & Essay

1. What are a few important skills to have at the workplace? How do you measure up to these skills? \_\_\_\_\_

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2. Tell us about your computer skills and experience: \_\_\_\_\_

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3. We need a student worker who is self-motivated. Describe a project you worked on independently while at another job or volunteer position. What did you like about working independently and what was challenging? \_\_\_\_\_

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4. Our office can sometimes be very busy. What makes you stressed in an office setting and what do you do to stay calm and productive? \_\_\_\_\_

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5. What experiences have you had working with diverse groups of people? \_\_\_\_\_

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**Personal Statement:** Please include an essay 1-2 pages in length, double-spaced, and tell us:

- Why you want to work with the Four Corners Program
- How this position fits into your career goals
- If you have ever participated in an academic summer program or been involved specifically with Talent Search, Upward Bound or Upward Bound Math & Science.

EMPLOYMENT BACKGROUND INVESTIGATION AUTHORIZATION

I. I understand that an investigative report may be generated on me that may include information as to my character, work habits, performance and experience, along with reasons for termination of past employment, financial/credit history, criminal history records from any criminal justice agency in any or all federal, state, city and county jurisdictions, state Department of Motor Vehicle/Drivers' License Records to include traffic citations and registration, military records from the National Personnel Record Center, education records including transcripts, and requests for records and information from any individual, company, firm corporation, present and/or past employers and public agencies (including the Social Security Administration and the Immigration & Naturalization Service). I fully understand that Northern Arizona University and /or their agent American Background Information Services, Inc., may be requesting information from public and private sources about any of the information noted earlier in this paragraph, and I freely give my consent for Northern Arizona University and American Background Information Services, Inc. to do so.

II. According to the Fair Credit Reporting Act (FCRA), I am entitled to know if the considerations for which I am applying are denied because of information obtained from a consumer-reporting agency. If so, I will be notified and be given the name of the agency providing that report.

III. I agree that a photocopy or telephonic facsimile of this authorization shall be valid as the original. This release is valid for most federal, state and county agencies.

IV. I hereby authorize, without reservation, any one contacted by Northern Arizona University and /or their agent American Background Information Services Inc., to furnish the information described in Section 1.

V. I hereby authorize, without reservation, Northern Arizona University and / or their agent, American Background Information Services Inc., to contact my present employer for employment verification/references.

**APPLICANT: COMPLETE THE FOLLOWING:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Today's Date**

\_\_\_\_\_  
**Please print full name**

The following information is required by law enforcement agencies and other positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

\_\_\_\_\_  
**Please print other names you have used**

Security Number is optional.  
order to confirm your identity for  
accurate background investigation.

\_\_\_\_\_  
**Social Security Number** - Supplying your Social

Your Social Security Number will only be used in  
purposes of completing an

\_\_\_\_\_  
**Date of Birth** - The Age Discrimination in Employment Act of 1967 and the Arizona Civil Rights Act prohibit discrimination on the basis of age with respect to individuals who are at least 40 years of age. Your date of birth is required on this form in order to confirm your identity for purposes of completing an accurate background investigation, and is not provided to the hiring official for any purpose in connection with consideration of your application for employment.

|  |             |                                      |            |
|--|-------------|--------------------------------------|------------|
| <b>Home Address</b>  | <b>City</b> | <b>State</b>                         | <b>Zip</b> |
| <b>Driver's License Number and State</b>   |             | <b>Name as it appears on License</b> |            |
| Have you ever been convicted of, plead guilty, or "no contest" to a crime that has or has not been expunged or removed from your record? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain:                                |             |                                      |            |
| <hr/>  |             |                                      |            |
| <hr/>  |             |                                      |            |
| <hr/>  |             |                                      |            |
| (The University will consider the nature of the offense, relation to the position for which you are applying, time since conviction, and all other relevant facts and circumstances in determining whether or not to disqualify you from consideration.) |             |                                      |            |

**FAIR CREDIT REPORTING ACT, DRIVER'S PRIVACY PROTECTION ACT, and ANY APPLICABLE STATE STATUE (S) NOTICE:**  
In accordance with the Fair Credit Reporting Act, this information may only be used to verify a statement(s) made by an individual in conjunction with legitimate business needs. The depth of information available varies from state to state. The report that will be generated for employment purposes only and in compliance with the Fair Credit Reporting Act, the Driver's Protection Act, and any applicable state statue(s).

If you checked "Yes" to the following question:

Have you ever been convicted of, plead guilty or "no contest" to a crime that has or has not been expunged or removed from your record?  No  Yes

Complete information on will expedite the background check and fingerprint process.

Please *explain* the crime and list the offense date, city, county, & state for *each* offense in the space below and on additional pages if needed.

(The University will consider the nature of the offense, relation to the position for which you are applying, time since conviction, and all other relevant facts and circumstances in determining whether or not to disqualify you from consideration.)



International Residence – If the candidate has worked or attended school outside of the U.S. within the past 7 years, American Background will need to complete an international criminal check. To complete this check, you will need to include the candidate’s home address(es) for each international location. Please fax this information to American Background during the initiation of the check.

**Name of Candidate:** \_\_\_\_\_

International Employment Location: \_\_\_\_\_

Dates at Location: \_\_\_\_\_

Physical Home Address (not P.O. \_\_\_\_\_

Box or APO/FPO): \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_

International Employment Location: \_\_\_\_\_

Dates at Location: \_\_\_\_\_

Physical Home Address (not P.O. \_\_\_\_\_

Box or APO/FPO): \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_

International Employment Location: \_\_\_\_\_

Dates at Location: \_\_\_\_\_

Physical Home Address (not P.O. \_\_\_\_\_

Box or APO/FPO): \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_

International Employment Location: \_\_\_\_\_

Dates at Location: \_\_\_\_\_

Physical Home Address (not P.O. \_\_\_\_\_

Box or APO/FPO): \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_