



UMBC Scholarships

Student Application for Employment

Please complete the application clearly and completely. If the question does not apply to you, please indicate this by putting N/A in the spaces provided.

Title of Position: Scholarship Office Assistant

Name: \_\_\_\_\_ Campus ID: \_\_\_\_\_

Home Address: \_\_\_\_\_

Campus Address: \_\_\_\_\_

E-mail: \_\_\_\_\_@umbc.edu Cell Phone: \_\_\_\_\_

Grade Level: [ ] Freshmen [ ] Sophomore [ ] Junior [ ] Senior Cumulative GPA: \_\_\_\_\_

Major: \_\_\_\_\_ Expected Graduation: \_\_\_\_\_

Have you ever worked at UMBC? [ ] Yes [ ] No
If yes, where & when? \_\_\_\_\_

UMBC Merit Scholarship Award: \_\_\_\_\_

Describe your work or volunteer experience that required contact with the public/customer service:

Three horizontal lines for describing work or volunteer experience.

What strengths and weaknesses would you bring to the position?

Three horizontal lines for describing strengths and weaknesses.

**Cover letter & Resume**

- If you have previous work experience, please provide a **resume**.
- If you do not have a cover letter, please answer the following questions:

**1. Why are you interested in working for the UMBC Scholarships Unit?**

**2. What do you think are the most important things to consider when working in customer service?**

**References**

Please provide the names of two individuals; one should be a professional reference (supervisor, faculty, or staff member). **All references will be contacted after your interview.**

<b>Name:</b>	
<b>Relationship:</b>	
<b>Email:</b>	
<b>Phone:</b>	

<b>Name:</b>	
<b>Relationship:</b>	
<b>Email:</b>	
<b>Phone:</b>	

**Release of Records**

I, the undersigned, hereby give permission to UMBC to release my academic records to the Office of Financial Aid & Scholarships as a part of my application for the position of Scholarship Assistant.

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

\_\_\_\_\_  
Date

**Work Availability**

**Fall 2018:**

<b>Day</b>	<b>Hours Available (between (8:30AM and 4:30PM)</b>
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Number of hours desired per week (please be specific): \_\_\_\_\_

\*Please note, hours cannot exceed 20 hours per week.

**Winter 2019:**

<b>Day</b>	<b>Hours Available (between (8:30AM and 4:30PM)</b>
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Number of hours desired per week (please be specific): \_\_\_\_\_

\*Please note, hours cannot exceed 20 hours per week.

The 1986 Immigration Act requires you to present original documents to establish your identity and that you are a U.S. citizen or an alien authorized to work in the U.S. UMBC is an equal opportunity affirmative action employer. I certify that the information stated above is accurate and true.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date