

Name: _____ CPO: _____
 Phone: _____ E-mail: _____
 Major: _____ Minor: _____
 Classification: Freshman Sophomore Junior Senior
 Applying for: Fall Semester Spring Semester
 Expected graduation date (month and year): _____

POSITION APPLYING FOR

(Job descriptions are available online at <http://www.berea.edu/labor-program-office/labor-positions-in-center-for-international-education-cie/>)

- CIE Primary: Asst. or Assoc. (10 or 15 hours) CIE Primary: Manager (15 hours)
 CIE Secondary: Peer Advisor, Driver, Etc. (0-5 hours) Other (e.g., break): _____

Please rank the following areas in order of interest to you (1 = most interest, 4 = least interest):

___ Education Abroad ___ International Campus Programming
 ___ International Student and Scholar Services ___ Financial Affairs

SKILLS/QUALIFICATIONS

- Do you have a valid **driver's license** in the US (or in your home country?) Yes No
 Have you completed **defensive driving certification** at Berea College? Yes No
 If **yes**, have you also completed **van defensive driving**? Yes No
 Have you ever **studied abroad**? Yes No
 If **yes**, where did you study and when? _____

| Please indicate your level of experience with the following: | None | A little | Some | A lot |
|--------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Working in a multicultural setting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Program or event planning and coordination | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Public speaking/presenting in front of a group | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Public relations or marketing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Supervising other students | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please list any **office skills** you have (e.g., using a multi-function phone, scheduling meetings, etc.): _____

Please list any **computer software** with which you are familiar (e.g., Microsoft Office, Photoshop, etc.): _____

Please list your **interests and activities** (e.g., hobbies, clubs, athletics, etc.): _____

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LABOR HISTORY AT BEREA

List **all** labor positions (primary and secondary) that you have held at Berea College, beginning with the current or most recent.

| Department/Office | Job Title (Primary/Secondary) | From | To | Labor Supervisor |
|---------------------------------------------|-------------------------------|--------|---------|------------------|
| Example: Center for International Education | CIE Assistant (primary) | 8/2009 | present | Gina Harpring |

OTHER WORK HISTORY

List any work experience outside of Berea College (e.g., high school or summer employment), beginning with the most recent position.

| Employer | Job Title | From | To | Supervisor | Phone |
|---------------------------|-----------|--------|--------|------------|----------------|
| Example: Hometown Grocery | Cashier | 5/2009 | 8/2009 | Jane Doe | (859) 555-3663 |

REFERENCES

Please list the names and contact details of two references, preferably a professor and your current labor supervisor:

| Name | E-mail address | Phone | Relationship to you |
|--------------------------|---------------------------|----------------|---------------------|
| Example: Jenna Zimmerman | jenna_zimmerman@berea.edu | (859) 985-3452 | labor supervisor |

APPLICATION CHECKLIST

- Questions?** Contact the Center for International Education staff at (859) 985-3453 or cie@berea.edu.
- Attach to this application a separate document** in which you explain why you are interested in working at the Center for International Education, including how it fits in with your career or other goals.
- Sign and date below**, then return this application to the Center for International Education, 205 Woods-Penniman.

CERTIFICATION AND SIGNATURE

I certify that the information I have provided on this application is a true and accurate representation of my skills and work experience, and I understand that any misrepresentation will remove me from consideration or be grounds for dismissal if already hired. I authorize the staff of the Center for International Education to contact my references and supervisors listed on this application.

Signature

Date

Please briefly explain below why you are interested in working at the Center for International Education, including how it fits in with your career or other goals. If you are applying for a specific position please describe any prior work, volunteer, or educational experience which you feel will help you to be successful in the position.
