

Summer Labor Application

Name: _____ CPO: _____

Phone: _____ E-mail: _____

Major: _____ Minor: _____

Expected graduation date (month and year): _____

Applying for: May 13th – June 7th June 10th – July 19th Entire Summer

How many classes do you plan to take, including internships/research positions? _____

What dates do you intend to work? _____

When do you plan to take time off (dates)? _____

POSITION APPLYING FOR

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

Please rank the following areas in order of interest to you (1 = most interest, 3 = least interest):

___ Education Abroad ___ 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
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Working in a multicultural setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Program or event planning and coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Public speaking/presenting in front of a group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Public relations or marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Supervising other students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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.): _____

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@bera.edu	(859) 985-3452	labor supervisor

APPLICATION CHECKLIST

- Questions?** Contact the Center for International Education staff at (859) 985-3453 or cie@bera.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.
