

PLEASE LIST ALL WRITING RELATED COURSES YOU HAVE TAKEN AND YOUR GRADES FOR THESE COURSES

ACADEMIC REFERENCES

Name: Department:	How long have you known this person?
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PLEASE LIST YOUR MAJOR, IF DECLARED AND DESCRIBE YOUR SCHEDULE FOR NEXT SEMESTER

**PLEASE LIST ALL UMHB EXTRA-CURRICULAR ACTIVITIES AND ATHLETICS
IN WHICH YOU PARTICIPATE
(OneVoice, Miss MHB, SGA, etc.)**

COMPUTER SKILLS (If applicable to the position for which you are applying)

Microsoft Word	<input type="checkbox"/> none	<input type="checkbox"/> beginner	<input type="checkbox"/> intermediate	<input type="checkbox"/> advanced
Excel	<input type="checkbox"/> none	<input type="checkbox"/> beginner	<input type="checkbox"/> intermediate	<input type="checkbox"/> advanced
PowerPoint	<input type="checkbox"/> none	<input type="checkbox"/> beginner	<input type="checkbox"/> intermediate	<input type="checkbox"/> advanced
Access	<input type="checkbox"/> none	<input type="checkbox"/> beginner	<input type="checkbox"/> intermediate	<input type="checkbox"/> advanced
Internet	<input type="checkbox"/> none	<input type="checkbox"/> beginner	<input type="checkbox"/> intermediate	<input type="checkbox"/> advanced
Other _____	<input type="checkbox"/> none	<input type="checkbox"/> beginner	<input type="checkbox"/> intermediate	<input type="checkbox"/> advanced

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Have you ever been adjudicated as a juvenile or convicted of or pled “nolo contendere” to a felony or misdemeanor crime? No Yes

If yes, please explain: _____

Based on the job description provided to me, I believe that I am able to perform the essential functions of this job, with or without reasonable accommodation. Yes No

- I certify that answers given herein are true and complete to the best of my knowledge. In consideration of my employment, I agree to comply with the Employee Statement of Understanding, rules, regulations, philosophy, mission and policies of the University of Mary Hardin-Baylor.
- The University as employer may make the following conditions mandatory: shift work, rotating work schedules, or a work schedule other than Monday through Friday. I accept these conditions of employment.
- I grant the University of Mary Hardin-Baylor permission to access my academic, employment and personal history (which may include information concerning my character, criminal history, mode of living, general reputation, personal characteristics and related pertinent information.) I hereby waive any claim which I might have against any person or entity for information provided.

Signature of Applicant

Date

**Please return this application in a sealed envelope to
Emily Bouza, Assistant Director of the University Writing Center, UMHB Box 8443**