

Are you a current student of UMUC? Yes No
 Graduate student Undergraduate student Student ID number: _____

Have you ever worked for the University System of Maryland? Yes No
If yes, give dates: _____

Have you ever worked for the State of Maryland? Yes No
If yes, give dates: _____

Do you have relatives currently employed at UMUC? Yes No
If yes, provide their name(s): _____

Have you ever been convicted in court for other than a misdemeanor or a minor traffic violation? Yes No

If yes, please explain:

Education Information

List the last three schools you attended, starting with the most recent. Include name of school, city and state, number of years or semester hours completed, degree or certification earned, and major and type of program.

School 1

Name: _____ City and State: _____

Did you graduate?: _____ Degree or certificate: _____ Major: _____

School 2

Name: _____ City and State: _____

Did you graduate?: _____ Degree or certificate: _____ Major: _____

School 3

Name: _____ City and State: _____

Did you graduate?: _____ Degree or certificate: _____ Major: _____

Do you hold any of the following professional certifications?

CPA MCSE CCNA Network+ Oracle
 PMI Teaching Certification: _____ Other _____

Employment History

Beginning with your most recent position, list the last four positions you have held (even if they are within the same organization). Please explain any gaps in employment in the comments below. Additional information and/or a resume may be attached, but may not substitute for the information requested below.

Employer: _____ Dates Employed: From _____ To _____

Address: _____ Title: _____

Supervisor: _____ Telephone: _____

Full time Part time Student Worker Reason for leaving: _____

List 2-3 major responsibilities/Comments:

Employer: _____ Dates Employed: From _____ To _____

Address: _____ Title: _____

Supervisor: _____ Telephone: _____

Full time Part time Student Worker Reason for leaving: _____

List 2-3 major responsibilities/Comments:

Employer: _____ Dates Employed: From _____ To _____

Address: _____ Title: _____

Supervisor: _____ Telephone: _____

Full time Part time Student Worker Reason for leaving: _____

List 2-3 major responsibilities/Comments:

Employer: _____ Dates Employed: From _____ To _____

Address: _____ Title: _____

Supervisor: _____ Telephone: _____

Full time Part time Student Worker Reason for leaving: _____

List 2-3 major responsibilities/Comments:

Availability

If you are applying to be a **tutor**, please indicate your area(s) of expertise and your availability (face-to-face tutoring is done *only* at the Adelphi campus):

Location

- Online
- Face-to-face

Subjects

- C++
- Java
- Oracle/SQL

- Visual Basic
- UNIX

- Biology
- Psychology
- Legal Studies

Availability

- Weeknights
- Saturdays
- Sundays

If you are applying to be a **Teaching Assistant**, please list the locations at which you are willing to work:

- Aberdeen Proving Ground
- Adelphi
- Andrews Air Force Base
- Annapolis Center
- Ann Arundel Community College
- Arundel Mills
- Bolling Air Force Base
- College Park
- Fort Belvoir
- Fort Meade
- Glen Burnie Town Center
- Higher Education & Applied Technology (HEAT) Center
- Howard Community College
- Howard High School
- Patuxent River Naval War Airfare Center
- Prince George's Community College
- Shady Grove Center
- Southern Maryland Higher Education Center
- Waldorf Center
- Online (WebTycho)

**Note that not all positions are available in all areas. Please consult the Website to see which positions are available in each area.*

Certification and Authorization to Release Information

Print Name: _____

I certify that the information that I have provided to University of Maryland University College (UMUC) is accurate and truthful to the best of my knowledge. I understand and agree that it is subject to verification by employees of UMUC. I authorize the persons, employers, schools, and other organizations named to provide UMUC with any relevant information that may be required to come to a decision regarding employment. I release from liability all individuals, corporations, or organizations that provide such information. I understand and agree that misrepresentation or omission of information may be cause for my not being considered for employment and that if I am employed, any false statements may result in my dismissal.

I understand and agree that as a result of the Immigration Reform and Control Act of 1986, I must provide documents establishing both my identity and right to be employed in the United States within 3 business days of my initial date of employment.

A photocopy of this signed authorization is as valid as an original signed authorization and may be used by UMUC to request the release of information authorized.

I acknowledge that I have read this authorization, fully understand it, and fully and voluntarily agree to its provisions.

Signature of Applicant:

_____ **Date:** _____

"Under Maryland law, an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to or take a polygraph, lie detector or similar test on examination as a condition of employment or continued employment.

Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100."

Signature of Applicant:

_____ **Date:** _____

"I understand that if I reside in Montgomery, Prince Georges, Anne Arundel, Charles, or Frederick county in Maryland, Fairfax county in Virginia, or the District of Columbia, I will be required to come to UMUC Headquarters in Adelphi, MD, during weekday business hours to complete additional paperwork before I can be hired."

Signature of Applicant:

_____ **Date:** _____

Skills Checklist

If you are applying to be a **Tutor** or a **Teaching Assistant**, please complete this form. *Applications for those positions will not be considered without this form.*

Please tell us about your language proficiency in the following areas; use the following scale: 0 = none; 1 = basic; 3 = intermediate; 5 = near-native.

	Speaking	Listening	Reading	Writing
Spanish	—	—	—	—
German	—	—	—	—
Japanese	—	—	—	—
Other: _____	—	—	—	—

Please tell us about your knowledge and skills about various computing programs and topics. Complete the information below by checking the box that indicates your present skill level. Use the following scale: 0 = none; 1 = basic; 3 = intermediate; 5 = advanced.

	0	1	2	3	4	5
Active Server Pages (ASP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C++	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calculus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ColdFusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compiler Theory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Architecture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Graphics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Networks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director (Macromedia)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discrete Math	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gaming Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HTML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Illustrator (Adobe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
InDesign (Adobe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information Assurance/Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet/Web	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Java	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JavaScript	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office 2000/XP (Microsoft)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multimedia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Network Protocols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Novell Netware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oracle 9i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PageMaker (Adobe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photoshop (Adobe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Premier (Adobe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project 2000/2002 (Microsoft)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publisher 2000/2002 (Microsoft)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relational Databases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Servlet/JSP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SQL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tomcat Web server	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UNIX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual Basic and VB.net	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windows 2000 (Microsoft)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windows 95/98 (Microsoft)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windows XP (Microsoft)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>