



Department of English
 Application for Student Employment
Fall 2019

Completed **applications are due** to the English Department Office, CLV 103, **no later than 4:00pm, Friday, April 5th, 2019**. The student personnel committee will not consider incomplete applications; see Section III for a list of required attachments.

Applicant Name: _____ Student ID: _____

Email Address: _____ Telephone Number: _____

Major: _____ Minor: _____

Expected Date of Graduation: _____ Class Level: Sophomore Junior Senior Graduate

Section I: Positions

Number each position that you are applying for by order of preference, with number "1" as the highest designation (1, 2, 3, etc). Be sure to indicate if you are returning to this position or if you are a new applicant.

Preference	Position	Type	New	Returning
_____	1X Tutorial Instructor	ISA	<input type="checkbox"/>	<input type="checkbox"/>
_____	109X Tutorial Instructor	ISA	<input type="checkbox"/>	<input type="checkbox"/>
_____	Graduate Facilitator for ENGL <input type="checkbox"/> 16 <input type="checkbox"/> 40A <input type="checkbox"/> 50A	ISA	<input type="checkbox"/>	<input type="checkbox"/>
_____	*Teaching Associate for ENGL 5	TA	<input type="checkbox"/>	<input type="checkbox"/>
_____	*Teaching Associate for ENGL 5M	TA	<input type="checkbox"/>	<input type="checkbox"/>
_____	** Reading & Writing Center Graduate Assoc. Coordinator	GA	<input type="checkbox"/>	<input type="checkbox"/>
_____	University Reading & Writing Center Tutor	ISA	<input type="checkbox"/>	<input type="checkbox"/>
_____	Directed Self Placement (Summer position)	SA	<input type="checkbox"/>	<input type="checkbox"/>

* Priority given to first, second and third semester TA's. First semester (new) TA's can now hold additional positions within the department their first semester. They must however ensure that they not go over 8 hours a day or 20 hours a week across all positions held.

** Students may work no more than 20 hours a week total across all positions, because of this an applicant cannot be hired as both a GA and a TA.

Graduate Students: A graduate student that is planning to enroll in English 500, 598T or Continuous Enrollment to meet our campus unit requirement for student employment should do so by the following deadlines; For Spring employment you should be enrolled and in the case of Continuous Enrollment have your fees paid by January 1st, while the deadline for Fall employment is August 1st.

Up to how many hours a week (20 hours maximum) are you able to work? _____

If you are a new applicant to any of the above positions, complete the rest of this application in its entirety; otherwise, skip to attachment 4 in Section III.

Section II: Questionnaire

List tutoring or teaching experience: _____

Office or computer experience: _____

Areas of Academic Interest: _____

Do you have speaking, writing, or reading competence in other languages besides English? Explain:

List three faculty members who are willing to recommend you and their contact information (email is fine):

- (1) _____
- (2) _____
- (3) _____

Section III: Attachments

If you are a new applicant to any of our student positions, you will need to attach all of the following documents to be considered. If you have previously worked for our department and you are only applying to positions you've held previously, you are only required to attach the University Application.

- 1. **Statement of Purpose** – Submit one statement, no longer than 500 words, for each position for which you are applying. Please outline the reasons why you are interested in the applied position. Indicate details that you believe would be of assistance in the appraisal of your application i.e. courses, internships and tutoring experience.
- 2. **Letters of Recommendation** –
 - a. If you are applying for a Teaching Associate (TA) position, please submit a total of three letters of recommendation.
 - b. If you are applying for a Graduate Facilitator for Large Lecture Class (ISA) position, you are not required to submit a letter of recommendation.
 - c. If you are applying for any other position, submit one letter of recommendation.
 - d. If you are applying for more than one position, be sure to have your recommender(s) indicate each position in his or her letter.
 - e. Each recommendation letter must be submitted in a sealed envelope with the professor's signature over the seal.
- 3. **Transcripts** – Submit unofficial transcripts for all college course work completed – one set for each institution attended.
- 4. **University Application** – Submit one application for each position for which you are applying. Links to these applications can be found at <http://www.csus.edu/engl/jobs.html>.

WAIVER OF RIGHTS TO VIEW LETTERS OF RECOMMENDATION

I hereby waive my rights to see or otherwise review any letters of recommendation pertaining to this application. I furthermore understand that the English Department will not accept any applications that do not contain confidential letters. Finally, I agree not to ask recommending faculty to show me their letter or comment on their contents.

Signature: _____ Date: _____