

### Application for Scholarship Employment

#### Personal Information

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Local Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Banner ID #: \_\_\_\_\_

#### Academic Information

Your year in school:  Freshman  Senior  
 Sophomore  Graduate Student  
 Junior

Academic major: \_\_\_\_\_

Number of Credit Hours for which  
you are currently enrolled: \_\_\_\_\_  
*(not cumulative hours)*

Expected Graduation date: \_\_\_\_\_

To complete your application, please attach the following:

- 1) **A cover letter** explaining why you are interested in working at UCS. Please include what experiences you have which make you a good selection.
- 2) **Your resume** detailing relevant skills and abilities
- 3) **Names and contact information of two references.**

#### Job Description

The scholarship worker at University Counseling Services assists with outreach activities and behind the scenes activities to better UCS. The scholarship worker will take on appropriate responsibilities determined by the Director based on his/her skill level and preparation. Basic duties include, but are not limited to: handout preparation, assistance with workshop planning and preparation, advertising, computer/webpage design/maintenance, and other duties as assigned.

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## Confidentiality

UCS staff are committed to the maintenance of the confidentiality of all individuals who have contact with UCS. It is required that all scholarship employees abide by the standards of confidentiality required of professional counseling services. This means that you are required to keep confidential the identity of and/or any information heard or read about any individual(s) who receive any form of service from UCS. Failure to comply with this requirement will result in the immediate termination of employment.

## Eligibility for Services from UCS

You are applying to become an employee of University Counseling Services. As such, the possibility exists for a situation to be created in which a multiple relationship would be formed. As stated in University Counseling Services' Multiple Relationship Policy, clinical services may not be available to current student workers. An appropriate referral will be facilitated for these individuals if applicable.

I have read the above information and I consent to abide by the standards of confidentiality required. I would like to be considered for the position of Scholarship Worker at UCS under these conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If you have questions, please contact Dr. Brian Krylowicz, the Director of UCS. He can be reached via telephone at 660-785-4014 or via e-mail at [briank@truman.edu](mailto:briank@truman.edu).