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**Office Use Only**

Date Interviewed: \_/\_\_\_/\_\_\_\_\_

Date Accepted: \_\_/ \_\_ /\_\_\_\_\_

Date Denied: \_\_\_ /\_\_ /\_\_\_\_\_

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Writing Consultant Application**

TEXAS A&M UNIVERSITY - CORPUS CHRISTI

CENTER FOR ACADEMIC STUDENT ACHIEVEMENT

GLASSCOCK STUDENT SUCCESS CENTER,

(361) 825-5933

**General Requirements**: All CASA Writing Consultant applicants must have a **3.0 overall GPA**. **Transcripts and references are required**. At least two references must be from faculty of an institution of higher education.

|  |  |
| --- | --- |
| Please return all Application materials to: | **Andres Garcia** / Andres.Garcia@tamucc.edu |
|  | Center for Academic Student Achievement |
|  | Library 112-G1 |
|  | 6300 Ocean Drive Unit 5701 |
|  | Corpus Christi, TX 78412-5701 |

**I. General Information**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: Home ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: ( )\_\_\_\_\_\_\_\_\_

Are you currently enrolled as a student at Texas A&M University--Corpus Christi? ­­­­­­­­­­­­­­­­­­­­­­­\_\_Y \_\_N

Do you qualify for financial assistance? \_\_\_\_grant \_\_\_\_scholarship \_\_\_\_work study

Have you ever been employed by TAMU-CC? Yes No If yes, dates\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_

Are you currently employed? \_\_\_\_Yes \_\_\_\_No If yes, hours per week\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Employment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you hear about this job?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. Educational Background: *You must also provide a transcript.***

Major\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Classification: \_\_\_\_Junior \_\_\_\_Senior

Minor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_Graduate \_\_\_\_Other

(Expected) Date of Graduation\_\_\_\_\_\_\_\_\_ Hours Completed \_\_\_\_\_\_Hours Currently Enrolled\_\_\_\_

Current GPA\_\_\_\_\_\_\_ Do you hold a degree? \_\_\_\_Yes \_\_\_\_No

If yes, in what area(s)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List all colleges/universities attended (most recent first).

Name of Institution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates\_\_\_\_\_\_\_\_\_\_ Hours\_\_\_\_\_\_

Name of Institution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates\_\_\_\_\_\_\_\_\_\_ Hours\_\_\_\_\_\_

Name of Institution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates\_\_\_\_\_\_\_\_\_\_ Hours\_\_\_\_\_\_

**III. Academic References**

You must submit at least two references from faculty of an institution of higher education. You are responsible for asking three references to complete and return the attached reference forms.

Name Title/Dept. Telephone

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IV. Work Experience** (Indicate current work first. Note - we will call to verify information)

Date Worked Employer Job Title/Duties Supervisor Phone

\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

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**V. Organizations, certifications, or any other relevant information**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**VI.** **Please respond to all of the following:** (Please attach a separate sheet[s]).

1. Describe any relevant experience or coursework you have had that is related to writing (especially business, technical, and/or professional writing), tutoring, and/or interpersonal communication.
2. Have you used the CASA Writing Center’s services? Why or Why not?
3. Please describe the skills and interests you will bring to the position as a CASA Writing Center Consultant.
4. How will working as a CASA Writing Center Consultant help you to achieve the goals you have for yourself?
5. How do you see yourself participating in the growth and development of the CASA Writing Center? Are there areas of development that you would be interested in pursuing such as online consulting, workshops, or development of instructional materials?
6. Do you ever help people with their writing or get help with your writing? What kinds of things do you do if/when you do this? Please be specific.
7. Do you have any experience working with second language learners or students with special needs? If so, what strategies did you use? Please be specific.
8. Describe your best writing experience. Why do you consider this your best experience?

All information must be completed for application to be considered. I hereby certify that the above information is complete and accurate to the best of my knowledge. I understand that the CASA staff will check references in order to verify information. I authorize CASA to use photographs of my image for the website or for any other university promotional purpose. If I am selected, the CASA staff will review my work at the end of each semester. If my evaluation indicates a poor performance or if I do not maintain a 3.5 GPA, I will be dismissed. I will perform to the best of my ability in assisting other students, and any other duties assigned to me by the CASA staff.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TAMU-CC IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES APPLICATIONS FROM WOMEN, MINORITY GROUPS, VETERANS, AND DISABLED VETERANS.

**Texas A&M University - Corpus Christi**

**Center for Academic Student Achievement**

**(361) 825-5933**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate all possible times you **are available** to work.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Sunday |
| 8:00 - 9:00 |  |  |  |  |  |  |
| 9:00 - 10:00 |  |  |  |  |  |  |
| 10:00 - 11:00 |  |  |  |  |  |  |
| 11:00 - 12:00 |  |  |  |  |  |  |
| 12:00 - 1:00 |  |  |  |  |  |  |
| 1:00 - 2:00 |  |  |  |  |  |  |
| 2:00 - 3:00 |  |  |  |  |  |  |
| 3:00 - 4:00 |  |  |  |  |  |  |
| 4:00 - 5:00 |  |  |  |  |  |  |
| 5:00 - 6:00 |  |  |  |  |  |  |
| 6:00 - 7:00 |  |  |  |  |  |  |
| 7:00 - 8:00 |  |  |  |  |  |  |
| 8:00 - 9:00 |  |  |  |  |  |  |
| 9:00 - 10:00 |  |  |  |  |  |  |
| 10:00 - 11:00 |  |  |  |  |  |  |
| 11:00 - 12:00 |  |  |  |  |  |  |

**Applicant Reference Form #1**

Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form must be completed and returned to:

**Andres Garcia** / Andres.Garcia@tamucc.edu
Center for Academic Student Achievement

Library 112-G1

6300 Ocean Drive Unit 5701

Corpus Christi, TX 78412-5701

Person completing form\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact information:

The applicant named above is a candidate for the position of Writing Consultant at the Center for Academic Student Achievement’s Writing Center. CASA is committed to providing academic support services to aid students in reaching their educational goals and succeeding in the University environment. We would appreciate your assistance in completing this reference form as candidly as possible.

1. How long and in what capacity have you known the applicant?
2. What course(s) did this applicant take with you, and how did he/she perform in your course(s).
3. How would you characterize this applicant’s writing ability? What do you consider to be this applicant’s strengths and weaknesses as a writer?
4. Why would you recommend this applicant for the position as CASA Writing Center Consultant?

**Please rate the applicant:**

1-Not Observed 2 -Poor 3-Fair 4-Good 5-Excellent

|  |
| --- |
| \_\_\_\_\_\_ 1. Writing ability |
| \_\_\_\_\_\_ 2. Maturity |
| \_\_\_\_\_\_ 3. Initiative |
| \_\_\_\_\_\_ 4. Interpersonal communication |
| \_\_\_\_\_\_ 5. Desire to relate to students |
| \_\_\_\_\_\_ 6. Initial impression he/she makes on other students |
| \_\_\_\_\_\_ 7. Awareness and involvement in subject matter |
| \_\_\_\_\_\_ 8. Class performance |
| \_\_\_\_\_\_ 9. Sense of responsibility |
| \_\_\_\_\_\_ 10. Willingness to help faculty, students, and staff. |
| \_\_\_\_\_\_ 11. Responds appropriately to feelings and reactions of others |
| \_\_\_\_\_\_ 12. Competency in organizing and completing tasks |
| \_\_\_\_\_\_ 13. Ability to work in groups |
| \_\_\_\_\_\_ 14. Ability to work with individuals one-on-one |
| \_\_\_\_\_\_ 15. Ability to assist people in unpleasant situations |
| \_\_\_\_\_\_ 16. Knowledge of university resources and services |
| \_\_\_\_\_\_ 17. Ability to represent TAMU-CC with a positive attitude |

**Additional Comments:**

\_\_\_\_\_\_ I recommend the applicant without reservation.

\_\_\_\_\_\_ I recommend the applicant but have these reservations:

\_\_\_\_\_\_ I have substantial doubts about the applicant's ability to be an effective Writing Consultant at

the Center for Academic Student Achievement Writing Center.

May we contact you about this applicant? ­­­­­­­­\_\_\_\_Y \_\_\_\_N

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TAMU-CC is an equal opportunity/affirmative action employer and encourages applications from women, minority groups, veterans, and disabled veterans.

**Applicant Reference Form #2**

Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Corpus Christi, TX 78412-5701

Person completing form\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Please rate the applicant:**

1-Not Observed 2 -Poor 3-Fair 4-Good 5-Excellent

|  |
| --- |
| \_\_\_\_\_\_ 1. Writing ability |
| \_\_\_\_\_\_ 2. Maturity |
| \_\_\_\_\_\_ 3. Initiative |
| \_\_\_\_\_\_ 4. Interpersonal communication |
| \_\_\_\_\_\_ 5. Desire to relate to students |
| \_\_\_\_\_\_ 6. Initial impression he/she makes on other students |
| \_\_\_\_\_\_ 7. Awareness and involvement in subject matter |
| \_\_\_\_\_\_ 8. Class performance |
| \_\_\_\_\_\_ 9. Sense of responsibility |
| \_\_\_\_\_\_ 10. Willingness to help faculty, students, and staff. |
| \_\_\_\_\_\_ 11. Responds appropriately to feelings and reactions of others |
| \_\_\_\_\_\_ 12. Competency in organizing and completing tasks |
| \_\_\_\_\_\_ 13. Ability to work in groups |
| \_\_\_\_\_\_ 14. Ability to work with individuals one-on-one |
| \_\_\_\_\_\_ 15. Ability to assist people in unpleasant situations |
| \_\_\_\_\_\_ 16. Knowledge of university resources and services |
| \_\_\_\_\_\_ 17. Ability to represent TAMU-CC with a positive attitude |

**Additional Comments:**

\_\_\_\_\_\_ I recommend the applicant without reservation.

\_\_\_\_\_\_ I recommend the applicant but have these reservations:

\_\_\_\_\_\_ I have substantial doubts about the applicant's ability to be an effective Writing Consultant at

the Center for Academic Student Achievement Writing Center.

May we contact you about this applicant? ­­­­­­­­\_\_\_\_Y \_\_\_\_N

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TAMU-CC is an equal opportunity/affirmative action employer and encourages applications from women, minority groups, veterans, and disabled veterans.

**Applicant Reference Form #3**

Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form must be completed and returned to:

**Andres Garcia** / Andres.Garcia@tamucc.edu

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Corpus Christi, TX 78412-5701

Person completing form\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. Why would you recommend this applicant for the position as CASA Writing Center Consultant?

**Please rate the applicant:**

1-Not Observed 2 -Poor 3-Fair 4-Good 5-Excellent

|  |
| --- |
| \_\_\_\_\_\_ 1. Writing ability |
| \_\_\_\_\_\_ 2. Maturity |
| \_\_\_\_\_\_ 3. Initiative |
| \_\_\_\_\_\_ 4. Interpersonal communication |
| \_\_\_\_\_\_ 5. Desire to relate to students |
| \_\_\_\_\_\_ 6. Initial impression he/she makes on other students |
| \_\_\_\_\_\_ 7. Awareness and involvement in subject matter |
| \_\_\_\_\_\_ 8. Class performance |
| \_\_\_\_\_\_ 9. Sense of responsibility |
| \_\_\_\_\_\_ 10. Willingness to help faculty, students, and staff. |
| \_\_\_\_\_\_ 11. Responds appropriately to feelings and reactions of others |
| \_\_\_\_\_\_ 12. Competency in organizing and completing tasks |
| \_\_\_\_\_\_ 13. Ability to work in groups |
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| \_\_\_\_\_\_ 15. Ability to assist people in unpleasant situations |
| \_\_\_\_\_\_ 16. Knowledge of university resources and services |
| \_\_\_\_\_\_ 17. Ability to represent TAMU-CC with a positive attitude |

**Additional Comments:**

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\_\_\_\_\_\_ I recommend the applicant but have these reservations:

\_\_\_\_\_\_ I have substantial doubts about the applicant's ability to be an effective Writing Consultant at

the Center for Academic Student Achievement Writing Center.

May we contact you about this applicant? ­­­­­­­­\_\_\_\_Y \_\_\_\_N

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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