

CAREER PEER ASSISTANT (CPA) APPLICATION

Due to the CDO by Wednesday, Feb. 22 by 4pm

Parts of the Application for Submission:

- CPA Application Information Sheet
 - Typed Essay Responses
 - Unofficial Transcript
- Two Completed and Envelope-Sealed Reference Forms

Career Peer Assistant (CPA) Application Information Sheet

CPA Application due Wednesday, Feb. 22 by 4pm to the CDO

FIRST NAME	LAST NAME	P-CARD #	CLASS YEAR (e.g., 2013)	CUM GPA
CAMPUS BOX	CAMPUS PHONE	CELL PHONE	E-MAIL	
MAJOR(S)		MAJOR FACULTY ADVISER(S)		
CONCENTRATION(S)		CONCENTRATION FACULTY ADVISER(S)		

Will you be in Grinnell for Fall 2012 AND Spring 2013?: ___yes ___no

What other jobs will you hold for 2012-2013?

Job Title	Department/Office/Other	Hrs/Wk
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Please type your answers to the following questions (3pgs max, single-spaced):

1) Please list your time commitments (e.g., campus involvement, jobs, etc.) and estimate how many hours per week you have already committed for 2012-2013.

2) Why are you interested in the CPA position? What characteristics do you possess that would contribute to the office and help serve students?

3) What are your personal career goals? How do you hope to accomplish those through this position?

4) CPAs work on projects outside of their office duties. These projects are initiated by them and usually based on their own career goals/interests (e.g., CDO Radio Show, Creating a job resource sheet for GLBTQ students, Learning how to use various software in order to create office marketing, etc.).

Please explain why you think career development is important and the new or enhanced initiatives that you would contribute that would support career development. Why did you choose those projects?

5) Please explain a time when you showed initiative.

Career Peer Assistant (CPA) Application Recommendation

CPA Application due Wednesday, Feb. 22 by 4pm

STUDENT'S FIRST NAME

STUDENT'S LAST NAME

CLASS YEAR (e.g. 2013)

RECOMMENDER (Print recommender's name here)

APPLICANT: Give this recommendation form to a Grinnell College professor or staff who knows you well and from whom you have taken a course or with whom you have worked. Make certain to discuss your application plans with the recommender and provide them any further information requested. Recommenders need at least a week notice prior to the application deadline to complete the recommendation form, so please plan accordingly.

I hereby waive my rights to inspect and review this recommendation form, with the understanding that the document will be used only for purposes of evaluating my qualifications for my proposed externship, and will not be available to any other institution or private party.

SIGNATURE OF APPLICANT

DATE

RECOMMENDER: The applicant noted above is applying for the Career Peer Assistant (CPA) position in the Career Development Office. The CDO requests your evaluation of this student's academic and personal qualifications. This confidential recommendation form is a component of this student's application only and will not become a part of this student's permanent record.

1. How long and in what capacity have you known the applicant?
2. Please indicate the applicant's ability and competence in comparison with other Grinnell students you have known at similar stages in their academic careers.

No Information Below Average Average Above Average Outstanding

Intellectual ability	_____	_____	_____	_____	_____
Motivation	_____	_____	_____	_____	_____
Initiative	_____	_____	_____	_____	_____
Independence	_____	_____	_____	_____	_____
Cooperation	_____	_____	_____	_____	_____
Reliability	_____	_____	_____	_____	_____
Tact	_____	_____	_____	_____	_____

3. Highly recommend Recommend Recommend with reservations Do not recommend

4. If you do not recommend this student or if you have reservations, please explain.

SIGNATURE OF RECOMMENDER

DATE

****You must return your completed form to this STUDENT in a SIGNED, SEALED ENVELOPE prior to the application deadline. Recommendation forms will NOT be accepted at the CDO.****

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Motivation	_____	_____	_____	_____	_____
Initiative	_____	_____	_____	_____	_____
Independence	_____	_____	_____	_____	_____
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