Upward Bound Career Experience Response Sheet

____ Yes, I would like to have ______ Upward Bound student(s) work with me this summer.  (number)
____ Unfortunately, I will be unable to participate in your Career Experience Program.

Business/Organization Name: __________________________________________________________
Address: _____________________________________________________________________________
Phone: ______________________ Email: __________________________ Fax # __________________
Supervisor: ____________________________________    _____________________________________    (Please print name)    (Signature)

Job Description: (check all that apply)
___ Answering phone   ___ Filing     ___ Photocopying   ___ collating, sorting
___ Data entry     ___ Research     ___ Writing   ___ organizing
___ Cleaning     ___ Outdoor work     ___ Working with patients/residents   ___ Working with children
___ Other (please specify):  ______________________________________________________________
___________________________________________________________________________________

Dress Code: What best describes the dress expectation for this position (check all that apply)?
___ professional    ___ business casual    ___ casual    ___ uniform provided
___ clothes may get dirty    ___ no shorts    ___ no jeans    ___ no t-shirts
___ no tank tops     ___ sunhat/sunscreen recommended    ___ no sandals or open toe shoes    ___ no visible piercings or tattoos
___ Other (please specify):  ______________________________________________________________
___________________________________________________________________________________

Requirements: Are there any other specific requirements for this job? __________________________
___________________________________________________________________________________

Please return by May 15 to: Camille Blanchet / Mary Sinclair
UMF, Upward Bound
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