

Department of English



TEACHING ASSISTANT APPLICATION COVER SHEET

Employer's Statement. The University of Nebraska at Omaha adheres to the equal employment opportunity guidelines set forth by state and federal laws. The information contained on this form is sought in good faith and will not be used in any way to discriminate against any applicant on the basis of race, creed, national origin, age, disability, sex, or sexual orientation.

Applicant: Please complete the following information.

Last Name	First Name	Middle Initial Suffix

YOUR CURRENT CONTACT INFORMATION

Street City State ZIP	Land Line Cell No. or Alternative	Email address

YOUR PERMANENT CONTACT INFORMATION (if different from above)

Street City State ZIP	Land Line Cell No. or Alternative	Email address

REFERENCES

Please supply a list of the two references you have asked to write on your behalf, with contact information for them (phone or email preferred):

Name	Contact
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PROFESSIONAL WORK HISTORY:

Employer	City & State	Date From	Date To	Nature of Duties

Department of English



Recommendation Access Waiver Form

To the Applicant

Please supply this signed form to each of those who have agreed to write letters of recommendation for your candidacy for a Teaching Assistantship in English at the University of Nebraska at Omaha. While not required, a waiver of legal access to confidential letters of recommendation greatly enhances the credibility of the recommender's assessment during the Graduate Program Committee's deliberations about your candidacy. Check the appropriate box below and sign and date before giving this form to each of your recommenders.

Check one box:

- ☐ I hereby **waive** any legal right to access this letter of recommendation from my student file at the University of Nebraska at Omaha.
- ☐ I hereby **do not waive** any legal right to access this letter of recommendation from my student file at the University of Nebraska at Omaha.

Signature of Applicant: _____ Date: _____

Name (please print): _____

To the Recommender

Please attach a letter to this form indicating your assessment of the applicant's suitability to enter training as a graduate student teacher at the University of Nebraska at Omaha. If successful, the applicant will be responsible for designing and teaching courses in freshman composition while undergoing graduate study and instruction. For this reason, we ask that you address the applicant's writing ability, critical reasoning and analytical skills, and suitability or promise as a future teacher of first-year college-level writing. In addition, please indicate how long and in what capacity you have known the applicant along with some indication of the basis for your judgment.

Please sign and date this form and send it with your letter directly to the Graduate Program Chair as attachments directly to <englishTAapplications@unomaha.edu>. **The letter must be received by the last Friday in March in order to be considered.**

We thank you for your candid assessment.

Signature of Recommender: _____ Date: _____

Name (please print): _____ Title: _____



Department of English



Application Renewal Request Form

This form should be used **no earlier than January 1** to announce your intention to re-open a previous application for a Teaching Assistantship with the Department of English at the University of Nebraska at Omaha. Please fill out the information below and indicate what parts of the previous application you wish to be retrieved from your file for the new selection process.

Name of Applicant: _____

Address of Applicant: _____

Phone: _____ Email: _____

Year of previous application: _____ Signature: _____

In the space below, please provide a brief description of your current status in graduate studies at UNO, including your expected date of graduation and your current degree and/or certificate program(s).

Please check off those items you want retrieved from your student file for inclusion in this year's Teaching Assistantship selection.

- ☐ Previous GRE or MAT scores
- ☐ Writing Sample (supply the title): _____
- ☐ Letter of Recommendation #1 (recommender's name): _____
- ☐ Letter of Recommendation #2 (recommender's name): _____
- ☐ Statement of Purpose (*please note that we encourage you to update this statement and/or send a new letter of interest explaining your updated circumstances and continued interest in a Teaching Assistantship in our program*).

This form plus any new application materials should be sent, **no earlier than Jan. 1**, to the Graduate Program Chair, <englishTAapplications@unomaha.edu>. **The letter must be received by the last Friday in March in order to be considered.**