

# Application for Graduate Teaching Assistantship

Applied English Center  
 1410 Jayhawk Blvd.  
 The University of Kansas  
 Lawrence, KS 66045-7515 U.S.A.  
 Phone: 1-785-864-4606  
 Fax: 1-785-864-5050  
 E-mail: aeccood@ku.edu

## Applicant Information

Date: \_\_\_\_\_ This application is for the  $\theta$  Fall /  $\theta$  Spring /  $\theta$  Summer term, \_\_\_\_\_

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

Address: \_\_\_\_\_  
Number & Street City State Zip

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Place of birth: \_\_\_\_\_  
City State Country

Non-Native speakers of English: (Attach copies of all score reports) Date: \_\_\_\_\_

TOEFL:

Total	Listen. Comp.	Gram. & Writ.	Read. & Vocab.

-OR- AEC:

Total	Listen. Comp.	Writing	Grammar	Reading	Date

TSE: \_\_\_\_\_ -OR- SPEAK: \_\_\_\_\_ -AND- Date: \_\_\_\_\_

Degree (to be) pursued at KU: \_\_\_\_\_ Field: \_\_\_\_\_

Department: \_\_\_\_\_ First term in degree program: Term: \_\_\_\_\_ Year: \_\_\_\_\_

### High Schools/Colleges/Universities attended

Institution Location Dates Attended Diploma/Degree Received Year

### Courses taken in TESOL, applied linguistics, or other relevant areas (include courses in progress)

Course title/Number Instructor Institution Dates

### Teaching experience or related work (most recent first)

Institution & Location Supervisor Subjects Dates

### CALL (Computer Assisted Language Learning) experience

Institution & Location Supervisor Program Dates

Foreign residence and travel: \_\_\_\_\_

**Language proficiency other than English: Indicate E(excellent), G(good), F(fair), or P(poor)**

Language	Speaking	Understanding	Reading	Writing

**References:** Three people (preferably instructors or supervisors) you will ask to write references for you:

Name	Position	Institution

**Application procedures**

1. Fill out and return the application form and have three references and up-to-date, original certified transcript(s) (in English) of your college/university work sent directly to the Applied English Center. Application forms and reference blanks are available from the Applied English Center office. Mail or email application, transcripts, letters of reference and other materials to:  
Applied English Center  
1410 Jayhawk Blvd.  
University of Kansas  
Lawrence, KS 66045-7515, USA  
aecood@ku.edu
2. Non-native speakers of English: Send in copies of your TOEFL and TSE score reports or arrange to take tests at the AEC office prior to the application deadline. (The AEC tests are offered at no charge to students admitted to the University.) Applicants' English proficiency will be confirmed during the interview process.
3. Send evidence that you are currently enrolled in or accepted for graduate study at the University of Kansas. Please email a copy of your letter of admission.
4. Please attach a written description of your professional interests, background, and experience in teaching with specific reference to how your studies and goals relate to teaching at the Applied English Center (no more than 400 words).
5. We interview candidates on an as-needed basis. You will be contacted for an interview if we anticipate possibly needing to hire graduate teaching assistants. Candidates who have been selected and interviewed will be notified of their status as soon as possible.

**Application Deadlines**

For fall semester appointments  
For spring semester appointments  
For summer semester appointments

March 20  
October 4  
February 20

The University of Kansas is an equal opportunity/affirmative action employer. Applications are sought from all qualified persons regardless of race, religion, color, sex, disability, national origin, ancestry, sexual orientation, marital or parental status and, to the extent covered by law, age or veteran status.