



Ambassador Application

Deadline for submission of all required documents is March 1, 2020 @ 4:00pm

Directions:

Please complete (**type or print legibly in blue or black ink**) and submit this application along with a current transcript, photo, resume, and one letter of recommendation to the address below or hand deliver at any of our campuses. **Please make sure to review your completed application packet before submitting it to the Jefferson State Recruiting Office.**

The application may also be completed online at www.jeffersonstate.edu/ambassadors

Requirements:

- **Must be a US Citizen or Permanent Resident**
- Must enroll as a full-time student each semester and complete a total of 24 hours within the academic year, unless program requirements differ
- Must be a current student or have been conditionally accepted to the college
- Maintain a cumulative 3.0 GPA
- Abide by the Ambassador Code of Conduct and Demerit System

Name: _____ Date of Birth ____/____/____
First Middle Last

Address: _____
Street Address City State Zip

Phone Numbers: (____) _____ - _____ (____) _____ - _____
Home Cell

Email Address: _____

Educational Information

High School _____
Name City/State GPA

If transferring to JSCC

Transfer School _____
Name City/State GPA

Intended Major _____ ACT/SAT Score _____

Are you currently attending Jefferson State? Yes _____ No _____

At which campus do you plan to take most of your classes? _____

I verify that all of the above information is true and honest to the best of my ability. I grant permission to Jefferson State Community College to release my information in any publication or press release, if I am awarded a scholarship.

Applicant's Signature

Date

Please use the following evaluation rubric as a guide when creating your resume:

	Excellent	Above Average	Needs Improvement
Format/ Appearance	<ul style="list-style-type: none"> • Appropriate length and easy to read • Consistent and effective use of bold/italics/underlining • Section titles clearly listed and easy to find • Name and contact information clearly listed at top • Consistent and effective use of bold/italics/underlining 	<ul style="list-style-type: none"> • Appropriate length and easy to read • Name and contact information clearly listed at top • Somewhat consistent in format and font • Some information hard to find 	<ul style="list-style-type: none"> • Hard to read • Not formatted correctly • Information not clearly labeled • Contact information missing • Font/bold/italics not used consistently
Education	<ul style="list-style-type: none"> • Required information listed • Name of high school/dates attended • Section labeled appropriately • Formatted clearly 	<ul style="list-style-type: none"> • Required information listed • Poorly formatted • Not clearly labeled • Name of high school/dates attended 	<ul style="list-style-type: none"> • Required information missing • Section NOT included
Experience/ Skills	<ul style="list-style-type: none"> • Experience clearly labeled and placed in chronological order • Skills listed appropriately in order of importance • Consistent and effective use of bold/italics/underlining 	<ul style="list-style-type: none"> • Experience not listed in chronological order • Skills not relevant • Somewhat labeled clearly • Information hard to find or overcrowded 	<ul style="list-style-type: none"> • Missing information • Not labeled • Hard to read • Section NOT included
Extra- Curricular Activities	<ul style="list-style-type: none"> • Activities clearly labeled and placed in chronological order • Role in extra-curricular activity • Consistent and effective use of bold/italics/underlining 	<ul style="list-style-type: none"> • Activities listed but out of order • Not clearly labeled • Formatted inconsistently 	<ul style="list-style-type: none"> • Missing information • Hard to read • Font/bold/italics not used consistently • Section NOT included
Awards/ Recognitions	<ul style="list-style-type: none"> • Section titles clearly listed and easy to find • Awards clearly labeled and placed in chronological order • Consistent and effective use of bold/italics/underlining 	<ul style="list-style-type: none"> • Activities listed but out of order • Not clearly labeled • Formatted inconsistently 	<ul style="list-style-type: none"> • Missing information • Hard to read • Font/bold/italics not used consistently • Section NOT included
Grammar and Spelling	<ul style="list-style-type: none"> • Free from grammatical and spelling errors • Word usage consistent and Effective 	<ul style="list-style-type: none"> • Few grammatical and spelling errors • Word usage needs to be clearer and more concise 	<ul style="list-style-type: none"> • To many grammatical and spelling errors • Inconsistent word usage • Hard to understand

Application Requirements Checklist:

- Application
- Letter of Recommendation
- Transcript
- Photo

All applicants who submit a **COMPLETED** application by the deadline will be contacted regarding their status in the month of March. Please return this application, resume, transcript, letter of recommendation, and photograph to:

Jefferson State Community College
Attn: Recruiting Office
2601 Carson Road
Birmingham, AL 35215

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