**[](http://www.missouristate.edu/)**

**APPLICATION FOR GRADUATE ASSISTANTSHIP**

**Instructions:**

1. Please complete both pages of this *application* and submit to: Department of Criminology and Criminal Justice, Missouri State University, Strong Hall 231, 901 S. National Ave, Springfield, MO 65897.
2. Attach a *cover letter* to your application. The cover letter should include the following components – a) a description of why you are applying for the assistantship; b) an explanation of your research interests; c) how the assistantship will further your career goals; and d) a summary of your academic and professional accomplishments. Your cover letter should be about 500-800 words.
3. Provide a *writing sample* with your application. The writing sample can be from one of your previous classes, and should preferably be a 6 to 10 page research paper.
4. Include *unofficial transcripts.* These transcripts should reflect all undergraduate and graduate courses completed.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Permanent Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ACADEMIC RECORD**

Undergraduate Cumulative GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GPA On Last 60 Hours Of Course Work: \_\_\_\_\_\_\_\_\_\_\_

Graduate Cumulative GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Honors, Memberships and Offices Held in Professional Organizations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**EDUCATION** (Please indicate all Colleges and Universities attended)

**Institution Dates Attended Area of Study Degree/Date**

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**Missouri State University is an Equal Opportunity Employer**

**WORK EXPERIENCE**

**Position Company Dates of Employment Duties**

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**REFERENCES** (Provide contact information below for at least 3 job-related references)

**Name Position/Title Address Telephone Number**

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**I certify that the information in this application is complete and accurate to the best of my knowledge.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. In addition, the University does not discriminate on any basis (including, but not limited to, political affiliation and sexual orientation) not related to the applicable educational requirements for students or the applicable job requirements for employees.

The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action employer. Inquiries concerning he grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to Jana Estergard, Equal Opportunity Officer, Park Central Office Bldg. 111, 901 South National Avenue, Springfield, MO 65897, (417) 836-4252