



**Summer STEM Academy  
Staff Employment Application  
Summer 2026**

Thank you for your interest in working with the University Center's Summer STEM Academy. Our program provides engaging STEM learning experiences for school-aged students. Please complete all sections of this application.

**1. Applicant Information**

**Full Name:** \_\_\_\_\_ **Preferred Name:** \_\_\_\_\_

**Address:**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Are you legally authorized to work in the United States?**     Yes     No

**Position(s) Applying For:**     STEM Instructor     Program Assistant

**Are you available for all program dates (June 15-18, 22-25, July 6-9, 13-16)?**     Yes     No

If no, please explain:

\_\_\_\_\_

**2. Education**

**Highest Level of Education Completed:**

Still in High School

High School

Associate Degree

Bachelor's Degree or higher

**Field(s) of Study:** \_\_\_\_\_

**School/University:** \_\_\_\_\_

**3. Relevant Experience**

Please list any relevant experience working in **STEM education, youth programs, camps, or teaching.**

### Experience 1

Organization/Employer: \_\_\_\_\_

Position Title: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Responsibilities:

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### Experience 2

Organization/Employer: \_\_\_\_\_

Position Title: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Responsibilities:

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## 4. STEM Skills & Areas of Expertise

Please check all areas in which you are comfortable teaching or assisting:

- |  |   |
|--|---|
| <input type="checkbox"/> Robotics                  | <input type="checkbox"/> Physics                |
| <input type="checkbox"/> Coding / Computer Science | <input type="checkbox"/> Environmental Science  |
| <input type="checkbox"/> Engineering               | <input type="checkbox"/> Data Science           |
| <input type="checkbox"/> Mathematics               | <input type="checkbox"/> 3D Printing            |
| <input type="checkbox"/> Biology / Life Sciences   | <input type="checkbox"/> Game Design            |
| <input type="checkbox"/> Chemistry                 | <input type="checkbox"/> Electronics / Circuits |

Other: \_\_\_\_\_

## 5. Experience Working with Youth

Have you worked with school-aged students before?  Yes  No

If yes, please describe your experience:

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Preferred age group(s):  Elementary School  Middle School  High School

## 6. Certifications & Training

Please list any certifications you hold:

- Teaching Certification – Certification Area \_\_\_\_\_
- Youth Program / Camp Training
- STEM Certifications
- Other Certifications: \_\_\_\_\_

## 7. Background Check & Safety

Employment is contingent upon passing a background check.

Are you willing to undergo a background check?

Yes  No

Have you ever been convicted of a felony related to working with minors?

Yes  No

If yes, please explain:

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### 8. Statement of Interest

Please briefly describe **why you want to work with the Summer STEM Academy and what you hope to contribute.**

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### 9. References

Please list **two professional or academic references.**

#### Reference 1

Name: \_\_\_\_\_ Title/Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Reference 2

Name: \_\_\_\_\_ Title/Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### 10. Applicant Certification

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

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit application materials by email, mail, or hand deliver to:**

University Center at Ponca City  
2800 N. 14<sup>th</sup> St  
Ponca City, OK 74601  
Email: [tim.williams@ucponcacity.com](mailto:tim.williams@ucponcacity.com)  
Phone: (580) 718-5600