



*Division of Academic Affairs
Center for Access & Academic Success*

CAAS Application Checklist

- Complete UMES hiring application for Human Resources – Bird Hall

[Student Workship Application - fillable](#)

Return this form to Ms. Mary Ames – mvames@umes.edu

All items below to be uploaded in CAAS online application

[CAAS Online Application](#)

We will not accept incomplete applications. All documents must be received to move forward in the process.

Thank you.

- Letter of recommendation from UMES faculty or staff
- Résumé
- Unofficial transcript