

ACE: Tutoring Service

Tutor Employment Application

PLEASE PRINT CLEARLY

All areas with * next to them must be completed.

*Name: _____ *Student Number _____

Email Address: _____ Campus PO Box: _____

*Local Address: _____

Home Address: _____

Home Telephone Number: _____ *Local Telephone Number: _____

Major: _____ Concentration: _____

Minor: _____ *Overall GPA: _____

*Check mark courses in which you feel best qualified to tutor:

MS 100 MS 110 ACC 200 BY 101 CS 201 CY 105 FH 101 SH 101 ST 260
 MS 112 MS 204 PSC 100 BY 102 CS 230 CY 106 FH 102 SH 102 ST 261
 EH 101 EH 201 EH 203 HY 101 HY 201 Other _____ Other _____
 EH 102 EH 202 EH 204 HY 102 HY 202 Other _____ Other _____

I am eligible for:¹ Work Study _____ University Aid _____ (or will) Tutor for Credit _____
(You do not need to be eligible for Work Study or University Aid to be hired)

Have you had any formal training in tutoring?²

Yes _____ No _____

*If hired, are you willing to attend training and monthly meetings to continue education as a tutor?

Yes _____ No _____

¹ You do not need to be eligible for Work Study or University Aid to be hired

² You do not need to have any prior training to be hired. Training is provided.

List and discuss briefly your affiliations (past and present) with university activities, clubs, or organizations, etc.

Briefly describe any experiences you have had working with peers, or others (i.e., elementary or secondary school setting, recreational sports, volunteer agency, internships, or practicums) that would benefit you in being an interpersonal role model.

Faculty recommendations are preferred, but not necessary. A simple letter or an e-mail from the faculty member sent to us at skeller@jsu.edu is sufficient.

In applying for a position as a tutor, Tutoring Services attempts to work around your class schedule and extra curricular activities. Please be aware that the center is open until 9:00 PM Monday through Thursday, and you may be required to work some evening hours.

***By signing this document you hereby grant Tutoring Services to check your GPA and call faculty and/or staff references (provided by you) in the event that you are considered for hire.

Signature: _____ Date of Application: _____

Semester in which you would like to be considered for a position ³

Fall _____ Spring _____

³ Tutoring Services usually hires at the beginning of each semester, but hires some during the semester. You may call us at any time to inquire about employment opportunities.