

**University of Northern Colorado**  
**ASA Tutoring Center**  
**Employment Application**



Date of Application: \_\_\_\_\_

Name:		Bear Number:	
Date of Birth:		Major and minor:	
Email Address:		Anticipated graduation date:	
Local Address:		Cumulative GPA:	
Local Phone:		Grade Classification (by credit hour):	
Employment Status:	<input type="checkbox"/> Work Study <input type="checkbox"/> Hourly	<input type="checkbox"/> Freshmen (0-29) <input type="checkbox"/> Sophomore (30-59) <input type="checkbox"/> Graduate	
Position Desired:	<input type="checkbox"/> Tutor <input type="checkbox"/> SI Leader	<input type="checkbox"/> Junior (60-89) <input type="checkbox"/> Senior (90+)	

**Employment Record:**

Employer: _____	Employer: _____
Phone Number: _____	Phone Number: _____
Supervisor Name: _____	Supervisor Name: _____
Dates of Employment: _____	Dates of Employment: _____
Position Responsibilities: _____	Position Responsibilities: _____

**College Educational Record:**

(List all postsecondary colleges or universities attended)

Institution: _____	Institution: _____
Location: _____	Location: _____
Major: _____	Major: _____
Dates of Attendance: _____	Dates of Attendance: _____

**Activities/Interests/Awards/Organizations:**

_____	_____
_____	_____
_____	_____

**References:**

List persons, preferably non-relatives, who are aware of your character and experiences:

Name: _____	Name: _____
Phone Number: _____	Phone Number: _____
Position/Relationship: _____	Position/Relationship: _____

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

Why are you interested in being a tutor?

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How would you use your expertise to assist students?

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Is there anything else you would like us to know about you? If so, please feel free to use the space below to tell us more.

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**I hereby certify that this application is true and complete to the best of my knowledge and belief. I am aware that if this information is found to be false, I will be dismissed from service.**

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

**If you have any questions about the position for which you are applying, please call: Melissa Hoffner at 351-1904**

**Application Check List – For Office Use Only:**

- Resume
- One copy of unofficial transcript
- One letter of recommendation for each academic area
- Schedule
- Student has worked on campus in the last 6 months

HIRED:

NOT HIRED:



**University of Northern Colorado**  
**ASA Tutoring Center**  
**Projected Schedule**



Name: \_\_\_\_\_

Subject Area: \_\_\_\_\_

Semester: \_\_\_\_\_

**Mark schedule with the following:**

“P” for preferred hours

“Class” for class time

“X” for unavailable

“Leave Box Blank” for available

	Monday	Tuesday	Wednesday	Thursday	Friday	Sunday
9:00 a.m.						TC Closed
9:30 a.m.						TC Closed
10:00 a.m.						TC Closed
10:30 a.m.						TC Closed
11:00 a.m.						TC Closed
11:30 a.m.						TC Closed
12:00 p.m.						TC Closed
12:30 p.m.						TC Closed
1:00 p.m.						TC Closed
1:30 p.m.						TC Closed
2:00 p.m.					TC Closed	TC Closed
2:30 p.m.					TC Closed	TC Closed
3:00 p.m.					TC Closed	TC Closed
3:30 p.m.					TC Closed	TC Closed
4:00 p.m.					TC Closed	TC Closed
4:30 p.m.					TC Closed	TC Closed
5:00 p.m.					TC Closed	TC Closed
5:30 p.m.					TC Closed	TC Closed
6:00 p.m.					TC Closed	
6:30 p.m.					TC Closed	
7:00 p.m.					TC Closed	
7:30 p.m.					TC Closed	

\*Shaded Areas are night tutoring in Government Publications (in the library)\*

**Special Requests:**

Total Hours Requested \_\_\_\_\_

**(Office Use Only)**

M  
T  
W  
R  
F  
S

Total Hours \_\_\_\_\_

**University of Northern Colorado  
ASA Tutoring Center  
Faculty Recommendation**



Student's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Subject(s) this recommendation form is for: \_\_\_\_\_

**Professor/Instructor:** *The above person has applied to be a tutor within the ASA Tutoring Center. We would appreciate your candid evaluation of the candidate's knowledge of the subject matter and potential tutoring ability. If you feel that more space is needed, please use the reverse side of this sheet. Thank you.*

**Academic Rating:** *(Please rate the applicant on the following)*

Knowledge of course material	Excellent	___	Good	___	Adequate	___	Inadequate	___
Ability to explain the concepts	Excellent	___	Good	___	Adequate	___	Inadequate	___
Sense of responsibility	Excellent	___	Good	___	Adequate	___	Inadequate	___
Sense of integrity	Excellent	___	Good	___	Adequate	___	Inadequate	___

**Personal Rating:** *(Please check those that apply to this applicant)*

Tutoring has been shown to be more effective when the tutor has the following characteristics:

Patience \_\_\_ Dependable \_\_\_ Personable \_\_\_ Punctual \_\_\_ Articulate \_\_\_ *Unable to Assess* \_\_\_

**Would you recommend this student to tutor the subject he/she is applying for?**

Highly recommend \_\_\_ Recommend with reservation \_\_\_ *(please explain below)*

Do **not** recommend \_\_\_ *(please explain below)*

**Please provide any additional concerns or comments you have regarding this applicant:**

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**May we call you for more information?** Yes \_\_\_ No \_\_\_

Faculty Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Email or Phone: \_\_\_\_\_