University of Northern Colorado
Tutorial Services
Employment Application

Name:			
Date of application:		Major and minor:	
Email Address:		Anticipated graduation date:	
Local Address:		Cumulative GPA:	
Local Phone:		Grade Classification (by credit hour):	
Employment Status:	☐ Work Study ☐ Hourly	☐ Freshmen (0-29) ☐ Sophomore (30-59) ☐ Graduate	
Position Desired:	☐ Tutor ☐ SI Leader	☐ Junior (60-89) ☐ Senior (90+)	

Employment Record:

Employer: _____   Employer: _____

Phone Number: _____   Phone Number: _____

Supervisor Name: _____   Supervisor Name: _____

Dates of Employment: _____   Dates of Employment: _____

Position Responsibilities: Position Responsibilities:

Activities/Interests/Awards/Organizations:

_____   _____

_____   _____

_____   _____

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

University of Northern Colorado
Tutorial Services
Tutor Course List

Name: _____   **Subject Area:** _____

Semester: _____

List all the courses you feel comfortable tutoring. If you are a returning tutor, you should update this list by adding new courses and crossing out any courses you do not intend to continue tutoring. Remember that to tutor a specific class, you must have received a grade of "A" or "B" for that class. Alternatively, you may tutor a basic course if you have completed advanced courses in that area. If this is the case, place an asterisk next to courses you have not taken but are willing to tutor. If you remember the name of the professor whose course you took, please list it.
Please follow the designated format!

Example:

Prefix	Number	Course Title	Professor
Math	*124*	*College Algebra*	*Putnam*

Prefix	Number	Course Title	Professor

University of Northern Colorado
Tutorial Services
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
8:00 a.m.						TC Closed
8:30 a.m.						TC Closed
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
2:30 p.m.						TC Closed
3:00 p.m.						TC Closed
3:30 p.m.						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 the library.

Special Requests:

Total Hours Requested_____

- -

(Office Use Only)

M

T

W

R

F

S   Total Hours_____

University of Northern Colorado
Tutorial Services
Faculty Recommendation

Student's Name: _____ Today's Date: _____

Course(s) this recommendation form is for: (for example: CHEM 111, 112)_____

Professor/Instructor: The above person has applied to be a tutor within Tutorial Services. We would appreciate your 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:

_____

_____

_____

_____

May we call you for more information?   Yes _____ No _____

Faculty Signature: _____ Print Name: _____

Title: _____ Email or Phone: _____