**University of Northern Colorado**

**Tutorial Services**

**Employment Application**

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

**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?

How would you use your expertise to assist students?

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.

**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*:**

* unofficial transcript HIRED:
* One faculty recommendation from for each academic area
* Schedule NOT HIRED:
* Student has worked on campus in the last 6 months

******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 return tutor, you should update this list by adding new courses and crossing out any courses you do not intend to continue tutoring. Remember that in order 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** |
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**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 | 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 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 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 withreservation \_\_\_\_\_ (*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:

Please return to Melissa Hoffner at Tutorial Services, Michener Library L-149

970-351-1904/fax: 351-1052 ● Melissa.Hoffner@unco.edu ● Campus Box 79