**APPLICATIONS ARE DUE MARCH 23rd**

**Application Process:**

1. Complete this form (the form is fillable) and email it to [tutoring@asbury.edu](mailto:tutoring@asbury.edu)
2. We will review your application and respond, **typically within 1 week of the due date**, to let you know whether or not you have been invited for an interview
3. If you are invited for an interview, we will email you with a list of possible times. Interviews typically last 15-20 minutes.
4. We will notify you via your Asbury email no later than **April 18, 2018** if you are offered a position.
5. If you decide to withdraw your application, please notify us immediately.

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| **First Name:** Click or tap here to enter text. | **Middle Initial**: Click or tap here to enter text. | **Last Name**: Click or tap here to enter text. | |
| **Phone # and Email:** Click or tap here to enter text. | | | **Cumulative GPA:** Click or tap here to enter text. |
| **Major (s):** Click or tap here to enter text. | | | **Minor(s):**Click or tap here to enter text. |
| **Classification as of the 2018-2019 school year:**  Choose an item. | | | |
| **Are you eligible for Work Study?**  Choose an item. | | | |
| **How many hours/ week (minimum of 5) are you willing to tutor?**  Click or tap here to enter text. | | | |
| **Have you previously applied to be a tutor for the CAE?**  Choose an item. | | | |
| **Do you have previous experience tutoring?**  Choose an item.  **If yes, please explain when, where and what you tutored:**  Click or tap here to enter text. | | | |
| **List three faculty members/administrators who could recommend you:**   1. Click or tap here to enter text. 2. Click or tap here to enter text. 3. Click or tap here to enter text. | | | |

**List the extracurricular activities you will be involved with during the 2018-2019 school year.**

Click or tap here to enter text.

**What qualities do you have that would make you a good tutor?**

Click or tap here to enter text.

**Please provide a brief summary of why you would like to work as a tutor.**

Click or tap here to enter text.

**If you have tutored before, briefly share some things you learned from those experiences.**

Click or tap here to enter text.

**Please define what you think the purpose of tutoring is at Asbury University.**

Click or tap here to enter text.

**What are some challenges that you foresee might come up in a tutoring session, and how would you seek to resolve them**?

Click or tap here to enter text.

**Have you ever used our Center’s tutoring services?** Choose an item.

**If yes, do you have any suggestions for improving/expanding the Center for Academic Excellence’s services**? Click or tap here to enter text.

**Mandatory Training will be offered during the first week of class:**

* **Tuesday – August 21, 2018 5:30pm – 7:30pm (Dinner will be served)**
* **Wednesday – August 22, 2018 5:30pm – 7:30pm (Dinner will be served)**
* **Saturday, August 25, 2018 10:00am – 1:00pm (lunch will be served)**

**Can you commit to these three training sessions?** Choose an item.

**If not, please explain** (for rare exceptions we can make up the trainings on alternative days)**:**

Click or tap here to enter text.

**Writing Consultants will be required to sign up for a 1-credit hour, pass/fail class, listed as UNV 300.**

If you are hired as a tutor, you are committed to work for the entire 2018-2019 school year (\**some exceptions may apply such as if you plan to do a semester abroad).*

Can you commit to working the entire year? Choose an item.

Are you willing to work with both group and 1-on-1 tutoring sessions?Choose an item.

This is a job. We expect you to work hard, to communicate with us effectively, and to meet the expectations laid out in your job description.

Prompt communication is essential for this position. You need to check your email daily to see if you receive any tutoring assignments or other pertinent information from the Center for Academic Excellence.

Just as in any other job, you are expected to give us a full two-week notice prior to leaving if you decide to stop working as a tutor. During those two weeks, you will be expected to continue meeting with students and fulfilling all responsibilities as laid out in the job description.

On the next page, please list the course you are best qualified to tutor. You can include major/minor classes as well as general education classes.

If you tested out of certain classes that you would like to tutor, indicate those classes as well.

You need to have earned an A or an A- to tutor a specific course. \**If you earned lower than an A- but still feel qualified to tutor a class, please discuss the situation with the professor of the course; if the professors approves you to tutor that class, we will make an exception.*

In order to confirm that professors would recommend you for each of the classes listed below:

* 1. After you add the courses you want to tutor, please print this page of the application.
  2. Have each respective professor sign off on the printed page after you have spoken with him or her about tutoring for this class. If the professor with whom you took the class is no longer teaching here or if you took the class at another school, please have the department head for that course sign off on it if he or she can verify that you are qualified to tutor the material.

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| **Course #**  **(**ex: HIS 102A**)** | **Professor** | **Grade Received** | **Approved by Professor** |
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