Date Applied:

Which course(s) can you tutor?



**Tutoring & Learning Center**

APPLICATION FOR STUDENT EMPLOYMENT

CONTACT INFORMATION

**Full Name:       Towson ID:**

**Email:       Phone Number:**

**Local       Permanent**

**Address:       Address:**

**Class Year** (Check One): [ ]  Freshman [ ]  Sophomore [ ]  Junior [ ]  Senior [ ]  Graduate Student

**Major**:  **Minor:**

**Number of Earned Credits:**  **Number of Credits Currently Taking**:

**Cumulative GPA**: **Eligible for Work-study:** Yes [ ]  No [ ]

**If employed and you are under 18, will you provide a work permit?** [ ]  Yes [ ]  No [ ]  N/A

(Work permits are available from the Director of the Career Center & are required for all employed students under the age of 18)

## AVAILABILITY

**Please list the Times you are Available to Work\*:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| **A.M.** |  |  |  |  |  |  |  |
| **P.M.** |  |  |  |  |  |  |  |

**\*Please note that tutoring primarily occurs Monday-Thursday**

**Approximately how many hours per week do you wish to work?***(20 cumulative hours/week maximum during the academic semester)*:

**Are you available for**: Fall [ ]  January [ ]  Spring [ ]  Summer [ ]

**Have you previously been employed by Towson University?** Yes [ ]  No [ ]

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| --- | --- | --- | --- |
| If yes, when?  |       | Where? |       |

**Are you authorized to work in the United States?**  Yes [ ]  No [ ]

## WORK/VOLUNTEER EXPERIENCE

**List relevant paid or volunteer work experiences, starting with the most current:**

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| --- | --- | --- | --- |
| **Employer:**  |       | Business Type: |       |
| Street, City, State, Zip |       | Telephone: | (   )     -      |
| Number of Hours per Week: |    | Supervisor's Name & Title: |       |
| Position Title: |       | Salary: | $      per       |
| Employment Start Date: |       | Employment End Date: |       |
| Describe your duties in detail. Specify details of any supervisory duty:      |

|  |  |  |  |
| --- | --- | --- | --- |
| Number of employees you supervised: |       | Dates you performed as a supervisor:  | Start       End       |
| Reason for leaving: If still employed, explain reason for wanting to leave OR if no longer employed, explain reason for leaving:      |

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| **Employer:**  |       | Business Type: |       |
| Street, City, State, Zip |       | Telephone: | (   )     -      |
| Number of Hours per Week: |    | Supervisor's Name & Title: |       |
| Position Title: |       | Salary: | $      per       |
| Employment Start Date: |       | Employment End Date: |       |
| Describe your duties in detail. Specify details of any supervisory duty: |
| Number of employees you supervised: |       | Dates you performed as a supervisor:  | Start       End       |
| Reason for leaving: If still employed, explain reason for wanting to leave OR if no longer employed, explain reason for leaving:      |

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| **Employer:**  |       | Business Type: |       |
| Street, City, State, Zip |       | Telephone: | (   )     -      |
| Number of Hours per Week: |    | Supervisor's Name & Title: |       |
| Position Title: |       | Salary: | $      per       |
| Employment Start Date: |       | Employment End Date: |       |
| Describe your duties in detail. Specify details of any supervisory duty: |

|  |  |  |  |
| --- | --- | --- | --- |
| Number of employees you supervised: |       | Dates you performed as a supervisor:  | Start       End       |
| Reason for leaving: If still employed, explain reason for wanting to leave OR if no longer employed, explain reason for leaving:      |

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**May we contact your current employer? Yes** **[ ]  No** **[ ]**

|  |
| --- |
| In paragraph form, describe what is significant about you, your education, accomplishments, and future aspirations as they apply to the type of work you are interested in obtaining:  |
|       |

## TUTOR RECOMMENDATIONS

 **Please note: all tutor applicants need 2 recommendations from faculty.**

Please select 2 faculty members from the Towson University faculty that you will plan to send recommendation forms to. These forms MUST be completed prior to being hired as a tutor. Each recommender needs to complete one of the recommendation form provided by your coordinator.

**Please list 2 Towson University faculty you plan to ask to submit recommendations:**

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

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

As a student employee of Towson University, I agree and understand the following:

1. I will not work more than 20 cumulative hours per week (exceptions are stated in the Towson University Student Employment Policy);
2. I will be in good academic standing as defined in the current undergraduate and graduate catalogues;
3. I will be enrolled in a minimum of 6 credit hours per semester (January and summer term requirements are stated in the Towson University Student Employment Policy). If I have a graduate assistantship, I will be registered for at least one course or 3 credit hours per semester.

I hereby affirm that this application contains no willful misrepresentations and that this information given by me is true and complete to the best of my knowledge and belief. I understand that any false statements or misleading omissions made by me in connection with my application, or in responding to request for information, can be sufficient grounds for my rejection as a candidate for employment or for my immediate discharge. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying documents if any) to provide any relevant information that may be required to arrive at an employment decision.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Towson University is in compliance with federal and state regulations regarding nondiscrimination on the basis of race, color, national origin, religion, sex, age, political affiliation, veteran status, condition of handicap, or other prohibited reason. For further information, contact the Office of Human Resources: (410) 704-2162. The University does not discriminate on the basis of sexual orientation.*