

Learning Enrichment Center

Tutor Application

Before completing this application, it is important that you understand the job qualifications to be a tutor for the Learning Enrichment Center (LEC). The qualifications are set forth below:

- You must have and maintain a minimum overall GPA of 3.0.
- You must have previously completed the course you wish to tutor and earned a final grade of A in that course.
- You must participate and complete the LEC Tutor Training Program.

To complete this application:

- Provide two letters of recommendation from faculty members. One should be from a previous professor (preferably a professor who taught one of the courses you will be tutoring in), and the other should be from a professor of your choice. Please attach your recommendations to this application in a sealed envelope and return to Randi Tubbs at the Learning Enrichment Center.
- Attach an unofficial transcript.

Please note: There are work-study and jobship positions available. Jobship positions are limited and have limited hours. These positions will be available only on a first-come, first-served basis when complete applications are received.

Contact Information

Name	
UM ID	M
Address	
UM PO Box (if applicable)	
Cell Phone	
Home Phone	
ForUM E-mail Address	@forum.monterevallo.edu
Personal E-mail Address	
Date of Birth	

UM Information

Major(s)	
Minor(s) (if applicable)	
Classification (circle one)	Freshman Sophomore Junior Senior Graduate
Overall GPA	
Do you Qualify for Federal Work Study? (Circle one)	Yes No Unknown
Other Current Employment (if applicable, on-campus or off-campus)	

Question and Answer

Please answer the following questions honestly and completely. Your answers to these questions and comments are important in our hiring decisions. Please give some thought to them and help us learn more about you.

1. Please describe your past experiences tutoring or working with individuals or groups (paid or volunteer).
2. Why are you interested in a tutoring position with the Learning Enrichment Center?
3. What has been your greatest personal challenge faced here at the University of Montevallo?
4. What extracurricular activities and/or organizations are you part of (on or off campus)?
5. Please describe your strengths and weaknesses as a tutor and/or student?

Availability

Semesters available for employment?
(Circle any/all available semesters
and write the year)

Fall

Spring

Summer

Year _____

Available Days/Times:

Monday	Tuesday	Wednesday	Thursday	Friday

Comments:

Tutoring Interests

Please list all courses you have completed in the specific subject area(s) in which you would like to tutor. Please include the semester in which you completed the course and the final grade you earned out to the side of the course name and number.
Please note: List only courses that you have scored an A in that you feel comfortable tutoring.

Special Skills or Qualifications

Summarize any special skills or qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Person to Notify in Case of Emergency

Name	
Street Address	
City, State / Zip Code	
Home Phone	
Work Or Cell Phone	
E-mail Address	
Relation	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a tutor, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. Furthermore, I hereby give permission to the Learning Enrichment Center to pull a copy of my UM transcript for purposes of verifying the GPA requirement.

Name (Printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, age, gender, disability, national origin, or sexual preference.

Thank you for completing this application form and for your interest in working with us.

Return completed application, letters of recommendation, and transcript to:

Learning Enrichment Center
The University of Montevallo
Carmichael Library, Lower Level
Station 6113
Montevallo, AL 35115

If you have any questions, please call or email:

Phone: (205)665-6113

Email: enrichment@montevallo.edu

For Office Use Only:

Documentation (Applicant):	Documentation (Employee):
<ul style="list-style-type: none"><input type="checkbox"/> LEC Application<input type="checkbox"/> Transcript<input type="checkbox"/> Two Letters of Recommendation	<ul style="list-style-type: none"><input type="checkbox"/> Tutor Contract<input type="checkbox"/> Interview<input type="checkbox"/> Schedule<input type="checkbox"/> I-9/Tax Forms<input type="checkbox"/> Direct Deposit Form<input type="checkbox"/> Copy of Driver's License<input type="checkbox"/> Copy of Social Security Card

Comments: