

Interview is on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(day) (date) (time)



## Academic Success Center Application for Tutoring Employment

**INSTRUCTIONS:** Type your responses in the text boxes below. Use the “tab” key to move to the next question. Once your application is complete, please save it as a PDF file. (Under the “file” menu select “print.” In the “name” of printer field, select “PDF creator,” then “ok.”) Access your *printable* class schedule and unofficial copy of your current academic transcript from your KnowHope Plus account. Mark any additional commitments (i.e. research, employment, athletic practices, etc.) on your class schedule. Save both your *printable* class schedule and your academic transcript as PDF files. Attach all three PDF files (your application, your *printable* class schedule, and your academic transcript) to an email and send to [ASC@Hope.edu](mailto:ASC@Hope.edu). Minimum tutor employment eligibility requirements include a 3.0 cumulative GPA and completion of one full semester at Hope College.

### STUDENT INFORMATION

Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
(first) (mi) (last)

Hope Email \_\_\_\_\_ Hope Student ID # \_\_\_\_\_

Cell Phone \_\_\_\_\_ Campus Address \_\_\_\_\_

Class  FR  SO  JR  SR  Other

Graduation Date \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_

I am applying to be a  Tutor  Help Session Leader for \_\_\_\_\_

Check Days Available  Sun  Mon  Tues  Wed  Thurs  Fri  Sat

Approximately how many hours per week are you willing to tutor (minimum 2)? \_\_\_\_\_

Do you currently work in any other department(s) on campus?  NO  YES If yes, please list:

Department \_\_\_\_\_

Department \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Hours/week \_\_\_\_\_

Hours/week \_\_\_\_\_

### COURSE INFORMATION

List the subject(s)/specific course(s) you wish to tutor below. If you took the course at Hope, please note the course number, title, professor and the final grade you received in the course.\*

Course/Subject	Course Title	Professor	Final Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\* Minimum qualification is B+ in course, or AP/IB credit, or an official exemption.

TUTORING QUALIFICATIONS

What prior tutoring/teaching experience do you have?

What personal and professional qualities do you possess that will enhance your ability to tutor?

Please explain your interest in becoming an ASC tutor:

List three (3) Hope faculty members as references, including two (2) from your major area.

Name \_\_\_\_\_ Dept. \_\_\_\_\_ Ext. \_\_\_\_\_

Name \_\_\_\_\_ Dept. \_\_\_\_\_ Ext. \_\_\_\_\_

Name \_\_\_\_\_ Dept. \_\_\_\_\_ Ext. \_\_\_\_\_

By typing my name here I verify that the information provided, to my knowledge, is correct.

Please attach a copy of your class schedule and your current unofficial academic transcript. (Both items are available for download from your KnowHope Plus account.) Also mark any additional commitments (i.e. research, employment, athletic practices, etc.) on your schedule.

Submit your completed application form and all required documents to the Academic Success Center, VanZoeren Hall - Room 261.

FOR ASC OFFICE USE ONLY

Will tutor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pay rate: \_\_\_\_\_

FOLDER

- 
- BANNER Enter Code
- JOB STOP Hiring Form
- COMPUTER ENTRY Email & Excel List
- Photo from Word
- PRINT TT INFO FORM Excel
- 

STUDENT EMPLOYMENT CARD

Date Shown \_\_\_\_\_