

**Academic Readiness Center  
Frank Phillips College  
Tutor/Lab Aide Application**

**Please type or print.**

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

Email: \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Classification: Freshman/Sophomore \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Total credit hours completed: \_\_\_\_\_ Expected graduation date: \_\_\_\_\_

If you have a college degree or college hours from different institutions, please list your degree, area of study, educational institution, year received, GPA, and number of hours.

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List days and times available to work in lab:

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List all subject areas you feel qualified to tutor (Developmental Math, College Algebra, Chemistry, Nursing, English, etc).

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What type of computer training/courses do you have?

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**Work Experience (Paid and Volunteer)**

Employer	From/To	Supervisor	Phone number
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How did you hear about this job?

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## Academic References

List faculty references: (Name and Department)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## Records Release:

I give the ARC permission to access my Academic Records in order to verify the information contained in this application and to share information contained in this application with appropriate faculty and/or staff. I understand that this information will be kept confidential and will be used for program purposes only.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Verification:

I hereby certify that the information contained in this application is complete and accurate to the best of my knowledge. Any false information provided will result in the person being removed from consideration for the position or terminated. I understand that if I am hired, my work will be subject to periodic review and if at any time it becomes substandard, I may be asked to resign. As long as I serve as a tutor/aide of the ARC, I will help other students to the best of my ability and will perform my duties responsibly and in a professional manner.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_