



Learning Center Employment Application

Please return this completed application along with a copy of your unofficial transcript, (2) letters of recommendation (one from your instructor and one from someone that can attest to your general character) and your schedule to Tammy Lopez or Michele Lathrop in the Learning Center.

Personal Data:

Name (print): _____
Last First MI

Local Address: _____
Street Name & Number City State Zip

Phone Number: (____) _____ Work/Cell Phone (____) _____

AVC E-mail: _____ Work Study: Yes ____ No ____

Birth Date: _____ Student ID Number: 900- _____

Have you ever been convicted of a felony? Yes ____ No ____ If yes, please attach an explanation.
(Conviction will not necessarily disqualify an applicant from employment.)

Circle position applying for:

Desk Assistant

Tutor

SI Leader

List all courses you can tutor (incl. instructors and grades)

Classification: _____ I have never worked on campus before
_____ I have worked on campus before

Major: _____ GPA: _____

Educational Background:

High School: _____
Name Location

Other College: _____
Name Location



Employment History:

Are you presently working (or planning to work) in another department on campus? Yes _____ No _____
If yes, list the department(s) and the number of hours you plan to work:

1. _____
2. _____
3. _____

Please list any other work experience. (Include place of employment, job title, and dates):

Anticipated involvement in campus/work activities next term (include hobbies, clubs, organizations, part-time employment, etc.):

Why are you interested in this position and why do you feel that you would be a good choice?



What experiences have you had that would help you as a Tutor or Desk Assistant?

Please indicate below references that you have asked to write a recommendation for you.

Academic references:

Name	Department
Class(s) you have taken with this instructor	Phone #

Name	Department
Class(s) you have taken with this instructor	Phone #

Personal Reference:

Name	Address
Relationship	Phone #

I hereby attest that all the information stated in this application is truthful and accurate.

Signature

Date

Additional Application Requirements:

- Copy of unofficial transcripts.
- Two (2) letters of recommendation (minimum):
 - One from an AVC instructor of the subject you are tutoring.
 - One personal.
- If applying for writing/English embedded tutoring: Three (3) college papers from your course work, at least one in MLA format.