



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, which may be emailed to learningcenter@avc.edu) to 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(s) 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: _____

How many more semesters will you be at AVC? _____

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): (May be emailed to learningcenter@avc.edu)
 - 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.