



TUTOR APPLICATION
 TUTORIAL PROGRAM
 Minority Student Affairs
 The University of Tennessee



Semester: Fall _____ Spring _____ Date of Request _____

NOTE: PLEASE PRINT CLEARLY AND COMPLETE EACH SECTION CAREFULLY BEFORE SIGNING THIS DOCUMENT

PERSONAL INFORMATION

Name:	Student ID #:
Street Address: Apt/ Box #	UT E-Mail Address: _____@utk.edu
City: _____ State: _____	Cumulative GPA: _____ Major: _____
Zip Code: _____	College: _____ Current Semester Hours: _____
Cell #: _____ Local #: _____	Ethnicity: <input type="checkbox"/> African American <input type="checkbox"/> Asian American <input type="checkbox"/> Caucasian <input type="checkbox"/> Latin American <input type="checkbox"/> Native American <input type="checkbox"/> Pacific Islander <input type="checkbox"/> International Student <input type="checkbox"/> Other _____
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Classification: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior

TUTORING INFORMATION:

- Course(s) I plan to tutor: 1. _____ 2. _____ 3. _____
 4. _____ 5. _____ 6. _____
- How many students are you planning to tutor? _____ How many hours per week would you like to work? _____
- Are you willing to conduct group tutoring? Yes No Number of Students per group _____
- Describe your previous tutoring experience (paid/volunteer) _____
- Remember to submit the following documents with this application:
 1. Letter of recommendation from a faculty member from the subject/department of course(s) you wish to tutor. (Recommendations can be emailed to asu@utk.edu.)
 2. Current Academic History and/or Transcripts.
 3. Social Security Card, Passport, or Birth Certificate (If Hired)
 4. Employment Application (If Hired)

TUTORIAL PROGRAM POLICIES

- Properly clock in and out with your tutee for payroll documentation.
- Notify the Academic Support (AS) Staff IMMEDIATELY when tutee is absent.
- Comply with the policies and procedures with regard to the Tutorial Program
- Attend the Orientation Session (if hired after the session, meet with academic support staff for training)
- TUTORING OFFICE HOURS MONDAY – THURSDAY 8:00 – 8:00 P.M., FRIDAY 8:00 – 5:00 P.M.

EMPLOYMENT ELIGIBILITY SECTION

- Residence Status _____ Approved by I-House Yes No
- Have you been employed at UT previously? Yes No Are you currently employed at UT? Yes No
- If you are currently employed or have been employed by UT, please complete the following information.
 Department: _____ Payroll Contact: _____ Phone #: _____ # of hours working: (%) _____
 Payroll Type: Monthly Biweekly

My signature indicates that I have provided this office with accurate information and agree to abide by the policies as outlined in the information Section. Failure to comply with the requirements listed in the information section may lead to termination.

Signature: _____ Date: _____

This Portion is to be completed by the Academic Support Unit Staff.

Interview Date: _____ Hired: Yes No Employment Date: _____ Payroll: _____

All questions or concerns can be sent to asu@utk.edu.