

Name of Applicant _____

Thank you for your interest in joining the staff at the Notre Dame of Maryland University
Tutoring Center.

In order to consider your candidacy for employment you must complete this application
and return it with a résumé, two faculty recommendation letters, your most current
transcript and your current class schedule.

An incomplete file will not be considered.

QUALIFICATIONS

- Minimum cumulative and semester GPA of 3.0 with demonstrated competency in course(s) tutored
- Received a B+ or higher in courses applicants wish to tutor
- Math tutors must complete 2 courses in Math to apply
- Completion of at least 30 college credit hours; must be currently enrolled at NDMU
- Effective interpersonal communication skills, can relate to students with various academic levels
- At least one academic year remaining at NDMU
- Ability to work with students one-on-one and in small groups

PERSONAL INFORMATION

Indicate what semester(s) you are applying for: Spring Summer Fall

Name _____
(Last) (First) (MI)

Address _____
Street City State Zip Code

Phone Number _____ Email Address _____

NDMU ID # _____ Date of Birth _____

CLASSIFICATION: Sophomore___ Junior___ Senior___ Graduate___

Are you currently enrolled at NDMU? Yes___ No___

Academic Major: _____

GPA (cumulative): _____ GPA (semester): _____

Please return this application with a résumé, two faculty recommendation letters, your most current transcript (can be unofficial) and your current class schedule to Theresa 007. For more information, please contact Tiffany Lathan Smith at 410.532.5813 or by email: Tlathansmith@ndm.edu

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Have you ever worked at NDMU? Yes___ No___

If "Yes", please specify department name(s) and title(s)

EDUCATION

Please list your educational experience beginning with the most recent

Institution Name and Address	Years Completed	Degree (s)	GPA

EMPLOYMENT HISTORY

Please list your work experience- include tutoring experience and applicable subject(s)

Name and Address of Company	Job Title	Employment Dates
	Name of Supervisor	May We Contact? Yes___ No___
Describe in detail your duties and responsibilities:		

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COMMUNITY/UNIVERSITY INVOLVEMENT

Are you a member of any clubs, organizations, sports, and/or involved in other hobbies on- or off-campus? Please list details.

Place an **X** in the time slots you are available to tutor.

Hours	S	M	T	W	TH	F	SA
7-8 a							
8-9a							
9-10 a							
10-11 a							
11a-12 p							
12-1 p							
1-2 p							
2-3 p							
3-4 p							
4-5 p							
5-6 p							
6- 7 p							

List the courses you want to tutor by course number (i.e. Math 114 – College Algebra):

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Briefly state why you want to tutor and identify characteristics you think are important to be an effective tutor.

Signature: _____ Date: _____

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The person named above has applied to become a peer tutor at Notre Dame of Maryland University and has selected you to evaluate his or her qualifications. Please take a few moments to complete this reference form.

We appreciate your honest appraisal of the applicant's qualifications to participate in the program. Although you may know the applicant in only one capacity, such as a supervisor or professor, please try to respond to each section. *If you prefer to write a letter, please cover the information requested in this form.

I am (was) the applicant's:

Job supervisor from _____ to _____

Employee from _____ to _____

Professor from _____ to _____

Other from _____ to _____

Name of company/school/organization _____

From your knowledge, please give an example of a significant commitment that the applicant has fulfilled.

Express your concerns, if any, about the applicant's ability to fulfill a commitment:

Peer tutors must be able to use their skills and knowledge and transfer that information to their peers. This includes setting goals, motivating others, recognizing and solving problems, and effectively communicating with others.

From your knowledge of the applicant, how well do you think he or she has performed each of the following:

	Not Applicable	Poorly	Adequately	Very Well
Provided leadership/supervision				
Worked under minimal supervision				
Been a self-starter				
Ability to translate their body of knowledge to another				

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Please describe how the applicant has demonstrated the above behaviors:

Express your concerns, if any about the applicant's work-related skills and attitude:

Please rate the applicant in the following:

	Not Applicable	Poorly	Adequately	Very Well
Dependability				
Trustworthiness				
Initiative				
Punctuality				
Time Management				
Organizational Skills				
Interpersonal skills				
Ability to relate to peers				
Written communication				
Verbal communication				
Overall work habits				

Overall Recommendation

Choose one of the following to summarize your overall recommendation of the applicant:

___ I recommend the applicant without reservation as an excellent candidate

___ On the whole, I recommend the applicant as a good candidate

___ I have some reservations but feel that he or she has a reasonable chance of success (Please explain below)

___ I have substantial doubts about the applicant's suitability (Please explain below)

Printed Name _____

Company _____

Phone _____

Signature _____

Email address _____

Date _____

Thank you for your assistance.

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