General Requirements: All applicants must have a 3.0 overall GPA to be considered for employment. Transcripts and references are required. At least two references must be faculty.

Applying for: □ Tutor □ Writing Consultant □ Supplemental Instruction Leader
         □ Tech Support □ Office Assistant

I. General Information

Name _______________________________ Student ID _______________________________

Email Address ________________________________________________________________

Local Address ________________________________________________________________

Telephone:     Home (   )_________________________ Cell (   )___________________________

Permanent Address _______________________________ Telephone: (   )______________

Major_________________________ Classification: ___Freshman    ___Sophomore
                                  ___Junior         ___Senior

Minor_________________________      ___Graduate    ___Other

Expected Date of Graduation________ Hours Completed _____ Hours Currently Enrolled____

Have you ever been employed by TAMU-CC? □Yes □ No If yes, dates_______ to ________

Are you currently employed? ___Yes   ___No  If yes, hours per week

Place of Employment_____________________________ Telephone: (   )______________

Do you qualify for financial assistance? ___grant  ___scholarship  ___work study

How did you hear about this job?______________________________________________

II. Educational Background: You must also provide a transcript. List all colleges/universities attended (most recent first).

Name of Institution_____________________________ Dates ________ Hours ______

Name of Institution_____________________________ Dates ________ Hours ______

Name of Institution_____________________________ Dates ________ Hours ______

Current GPA______ Do you hold a degree? ___Yes ___No

If yes, in what area(s)? ______________________________________________________
III. Content Areas

List subject area(s) you wish to tutor and indicate GPA. Tech support applicants, please list all computer related courses & GPA.

1. ____________________________ 2. ____________________________
3. ____________________________ 4. ____________________________

IV. Academic References

You must submit at least one faculty reference for each tutoring area. You are responsible for asking three references to complete and return the attached reference forms.

Name                  Title/Dept.          Telephone
1. ____________________  ____________________________  __________________
2. ____________________  ____________________________  __________________
3. ____________________  ____________________________  __________________

V. Work Experience (Indicate current work first. Note - we will call to verify information)

Date Worked  Employer  Job Title/Duties  Supervisor  Phone
_________________  ___________________  ___________________  ____________  ____________
_________________  ___________________  ___________________  ____________  ____________
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VI. Organizations - Membership in any on or off campus organizations (including offices held)
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
Please answer the following:

1. Why do you think you would make a good tutor or technical support assistant at CASA?

2. Summarize computer skills and experience.

3. What do you feel you might contribute to CASA?

4. What do you feel should be the role of a CASA tutor or technical support assistant?

If you are applying for a Writing Consultant position answer questions 5 - 7. If not, skip to the signature box.

Do you ever help friends with their writing, or get help with yours? What kinds of things do you do if/when you do this?

5. If you ever exchange writing with your friends, what kinds of things do you do?
6. Describe your best writing experience in HS or college?

7. What is the best learning experience you have ever had in HS or college?

All information must be completed for application to be considered. I hereby certify that the above information is complete and accurate to the best of my knowledge. I understand that the CASA staff will check references in order to verify information. I authorize CASA to use photographs of my image for the website or for any other university promotional purpose. If I am selected, the CASA staff will review my work at the end of each semester. If my evaluation indicates a poor performance or if I do not maintain a 3.0 GPA, I will be dismissed. I will perform to the best of my ability in assisting other students, and any other duties assigned to me by the CASA staff.

Signature_________________________________________  Date______________

TAMU-CC IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES APPLICATIONS FROM WOMEN, MINORITY GROUPS, VETERANS, AND DISABLED VETERANS.
Please indicate all possible times you *are available* to work.

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