

# Prospective Tutor Form

Date of Application \_\_\_\_\_

Thank you for your interest in the Tutoring Program at Victoria College. We serve the students of the College and provide assistance under the general heading of Student Support Services/Tutoring. We screen, hire, train, and supervise tutors for The Main Tutoring and Study Center, the K.E.Y. Center, the Science Tutoring Center, and the distance campuses. VC is certified for CRLA Levels I and II, and we require all tutors to participate in this training process to ensure quality tutoring services. Please provide the following information so that the staff can evaluate your application. If accepted, a written test may be part of the interview process. Tutoring is a part-time position, and tutors are hired on an at-will basis. Tutoring requires a flexible schedule and a desire to serve others. We work as a team, and tutors take on many different tasks related to the efficiency of the program. Tutors must complete CRLA training for Level I within a year. Evaluations, grade reports, and CRLA records determine eligibility for rehire.

PLEASE PROVIDE THE INFORMATION BELOW TO AID IN THE TUTOR SELECTION PROCESS:

Name \_\_\_\_\_

Address \_\_\_\_\_

Student ID (V#) \_\_\_\_\_

Phone # [please include cell # if this the easiest way to contact you] \_\_\_\_\_

Email address \_\_\_\_\_

GPA and any pertinent information that affects your academic standing \_\_\_\_\_

Class[es] you are qualified to tutor[B or better] \_\_\_\_\_

Instructor/Reference to contact in regard to the required recommendation for all tutors \_\_\_\_\_

Are you currently employed? If so, how many hours per week do you work? \_\_\_\_\_

What do you consider the most important aspect of a tutoring program? \_\_\_\_\_

Why do you want to serve as a tutor here at VC? [explain your understanding of what a tutor's purpose is and how you can fulfill that job description] \_\_\_\_\_

What do you consider your best personal quality? \_\_\_\_\_

What do you see as an area where you need more training? \_\_\_\_\_

How long do you intend to participate as a tutor? \_\_\_\_\_

Other information that you want to tell the screening committee \_\_\_\_\_

(feel free to use the back of this form for additional information)