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| --- | --- |
| https://upload.wikimedia.org/wikipedia/fr/c/c7/ULM_Warhawks.jpg | **University of Louisiana at Monroe**  Department of English  700 University Avenue, Monroe, LA 71209 |

# The Write Place Employment Application

Returning Tutor or New Applicant?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email(s): |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Available Fall and/or Spring: |  | CWID.: |  | Salary: | $8.00/ hr |

|  |  |
| --- | --- |
| Position Applied for: | Tutor |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United States? | YES | NO | If no, are you authorized to work in the U.S.? | YES | NO |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Previously/currently employed at ULM? | YES | NO | If yes, when/as? |  |

## Coursework Information

|  |  |  |  |
| --- | --- | --- | --- |
| Expected graduation year: |  | Major: |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | How many semesters have you completed at ULM? |  |  |

Please list COURSE NUMBER, PROFESSOR, and GRADE for all university-level English coursework:

1. Engl 1001 (or equiv.: ) PROFESSOR: GRADE:

2. Engl 1002 (or equiv.: ) PROFESSOR: GRADE:

3.

4.

5.

6.

7.

## Previous Tutoring or Customer Service Experience

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title & Description: |  |  |  |  |  |

## Financial Aid Status (if unsure, CONTACT Financial Aid Office to confirm your status!!)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 03 or 04 status: |  | Budget amount (if 04): |  |  |  |

|  |  |
| --- | --- |
| Desired total hours to work per week (typical is 7-13): \_\_\_\_\_\_\_\_ How many hours in person? \_\_\_\_\_\_\_\_\_\_ Virtual? |  |

## Disclaimer and Signature

I certify that the answers I provided above are true and complete to the best of my knowledge, and that the application materials attached represent my own individual work.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

## Application Materials

**1. ULM REFERENCE:** Provide the name / email of a member of the ULM faculty (preferably faculty in English & Composition) who can attest to the quality of your written work and professionalism:

**2. TUTORING SAMPLE:** Please correct the following excerpt, with attention to grammar, style, and citation practices:

|  |
| --- |
| I was born in may 11, 2001. It was the time when there were almost nothing luxurious facilities to live a great standard of life.If I had the lucky chance to go back to my life and change a thing about the time I was raised, it would probably be the facilities of a good education. As a child, I had always wanted myself to be in a good learning environment. But at the time I was raised, there were almost no good learning environment. If I were to fix one of my childhood problems, it would be a good quality education. “Education is the passport to the future”. |

Now describe in 2-3 sentences how you would tutor this student (what to prioritize, how to approach them, etc.):

**3. WRITING SAMPLE:** Please cut and paste a one-page (double spaced, 12-point) sample of your own academic writing. The excerpt should ideally come from a paper or report submitted for a ULM course, rather than a personal essay.