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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: Imagine a student brings their Composition assignment - a research paper evaluating and proposing a solution to a problem. All they have so far is the introductory paragraph below.** Please make 2-4 marginal notes on it, and then describe in a few sentences how you would approach tutoring the student:

|  |
| --- |
| Today, police brutality is a major issue throughout the United States. "One in five citizens experiences severe law enforcement related anxiety". Most would agree that it is not right that we should have to fear the same forces that are supposed to protect us. Clearly there needs to be a better system put into place to prevent the brutality of citizens at the hands of the police. Yet, since the death of George Floyd, or even Rodney King it seems like nothing gets ameliorated. Why? |

Plan for tutoring:

**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.