

APPLICATION FOR EMPLOYMENT
Academic Resources Center (ARC) Tutoring Program – AMST 206
 HU Box 12235 – Ext. 4024

Name: _____ H#: _____ Date: _____
 E-mail: _____ Address: _____ Phone: _____
 Class: _____ GPA: _____ Major: _____ Minor: _____

To qualify for employment as an ARC tutor or SI Leader, a student must:

- Have been enrolled at Harding for at least one semester
- Have at least sophomore classification
- Be in good standing with the University
- Have (and maintain) at least a 3.0 grade point average (especially in the courses for which they will tutor)
- Have good communication skills in the English language
- Fill out an application
- Provide two Harding faculty recommendations
- Attend the ARC 10-hour training session at each semester of employment.

Please list the Subject Area(s) you feel confident to tutor:

<u>Course: (Dept. & course #)</u>	<u>Instructor</u>	<u>Semester</u>	<u>Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

When is the best time to reach you at the above phone number? _____

The student listed below is applying for the position of _____ in the Academic Resources Center (ARC). Your name has been given as a faculty reference for:

NAME: _____

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____ I recommend this student for the position listed above.

____ I do not recommend this student for the position listed above.

COMMENTS:

SIGNED: _____

The Academic Resources Center Tutoring Program has national certification through the College Reading and Learning Association (CRLA) and the National Association for Developmental Education (NADE).

WORK APPLICATION REFERENCE FORM

Academic Resources Center Tutoring Program – AMST 206 - Ext. 4220 – HU box 12235

The student listed below is applying for the position of _____ in the Academic Resources Center (ARC). Your name has been given as a faculty reference for:

NAME: _____

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