NICOLET
COLLEGE

# Tutor Employment Application

**Contact Information**

**Name:** _____

**Address:** _____

**City, State, Zip:** _____

**Home phone:** _____ **Work Phone:** _____

**Cell phone:** _____ **Student ID#** _____

**E-mail:** _____

**Tutoring Information**

**Please list the subjects for which you plan to tutor.**

1. _____
2. _____
3. _____
4. _____

**Education**

**Are you a current student?  Yes _____No _____**

**If you are a current student, what is your program area?** _____

_____

**List any degrees or certifications that you feel qualify you to tutor in the subjects you listed.**

**Degree/certification earned and year:** _____

**School:** _____

**Other job-related information**

**Please provide the name of an instructor or other Nicolet staff who can recommend you as a tutor:**

_____

**All tutors will receive a criminal background check before being approved to work.  Convictions and/or pending charges will not necessarily disqualify you from employment.**

**Please list the state(s) in which you have lived in the past 7 years:  _____**

_____

**Have you ever been convicted of a crime or do you currently have criminal charges pending? If yes, please provide additional detail:  _____**

_____

**Applicant's Statement**

*I certify that all of the information provided is true and complete to the best of my knowledge.  I understand that this application is not nor intended to be a contract of employment.  I understand that false or misleading information given in my application or interview(s) may disqualify me from consideration for hire or may result in discharge.  I also understand that I am required to abide by all rules and regulations of the College.  As a public employer, this application and other employment materials you provide may be considered public records and open to inspection under Wisconsin's public records law.*

**Signature of Applicant:  _____**

**Date:  _____**

**Name (please print):**

_____

<span style="color:red">**Please return this form to the Office of Tutoring Services (OTS), UTC 200H or**</span>
<span style="color:blue">**tutor@nicoletcollege.edu**</span> <span style="color:red">**.  Thank you!**</span>

**Date received in OTS: _____          Staff Initials: _____**

January 2013