**Writing Tutor Employment Application, Fall 2021/Spring 2022**

**Date Application Was Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Personal Data:**

Last Name: Click here to enter text. First Name: Click here to enter text.

Local Address: Click here to enter text.

City: Click here to enter text. State: Click here to enter text. Zip: Click here to enter text.

Permanent Address: Click here to enter text.

City: Click here to enter text. State: Click here to enter text. Zip Click here to enter text.

Phone Number: Click here to enter text. Alternate Phone: Click here to enter text.

School ID #: Click here to enter text. Campus email: Click here to enter text.

Other Email: Click here to enter text. Projected Graduation Date: Click here to enter text.

Briefly Describe How You Learned about The Position (If learned through a person, please list person’s name): Click here to enter text.

**Employee I.D. # (if you already work on campus, this number can be found on your electronic check stub at My UW-System):** Click here to enter text.

**Classification**:

Class (select one): Choose an item. Major: Click here to enter text.

GPA (overall): Click here to enter text. GPA (Major): Click here to enter text.

How many credits will you be taking in the semester you wish to tutor? Click here to enter text.

Are you eligible for work study?  Yes  No

If yes, what amount? Click here to enter text.

*This position will draw from work study allocations until depleted and then convert to regular payroll.*

Are you a first-generation college student?  Yes  No

Are you a transfer student?  Yes  No

Are you classified as a non-traditional student?  Yes  No

**Educational Background**:

High School (name and location): Click here to enter text.

Undergraduate College (if graduate student): Click here to enter text.

Undergraduate Major (if different than above): Click here to enter text.

**Employment History:**

Will you have another job this term (or the term you are applying for)?  Yes  No

If yes, please explain: Click here to enter text.

Please describe your anticipated involvement in campus and/or other activities this or next term (clubs, organizations, sports, honor societies, professional memberships, research, time-consuming classes)

Click here to enter text.

**Academic Preparation in Writing and Communication**

1. Relevant courses taken in high school:

Click here to enter text.

1. Relevant courses taken at other universities

Click here to enter text.

1. Relevant courses taken at UW-Whitewater in previous semesters (include semester and professor):

Click here to enter text.

1. Courses currently enrolled in this semester (please include professor):

Click here to enter text.

1. Courses you are planning to take next semester:

Click here to enter text.

**Relevant Experience**

1. Previous tutoring, formal or informal. Describe in detail what it involved:

Click here to enter text.

1. Workshops, seminars, or classes you attended that related to the subject of teaching written composition:

Click here to enter text.

**Required Writing Samples**

**With this form, please submit 4-5 pieces of writing that you have done recently. Try to vary your submissions (i.e. research papers, personal essays, critical evaluations, analytical writings, etc.). Ideally, include writings that demonstrate your knowledge of APA and MLA documentation. Since many students need help with academic writing, limit your fiction and/or poetry submissions to one piece.**

**Academic References (UW-Whitewater references for your specific subject area preferred):**

Name: Click here to enter text. Address: Click here to enter text.

Relationship: Click here to enter text. Phone: Click here to enter text.

Name: Click here to enter text. Address: Click here to enter text.

Relationship: Click here to enter text. Phone: Click here to enter text.

Name: Click here to enter text. Address: Click here to enter text.

Relationship: Click here to enter text. Phone: Click here to enter text.

**Additional Questions (note that since tutoring positions require strong communication skills, you will be evaluated on the quality of your responses to these questions)**

While working with a student’s paper, you will likely encounter problems with mechanics and punctuation, along with stylistic and content-related errors. Please explain any problems that you might have with teaching or correctly using grammar and punctuation. For instance, would you need help recognizing and fixing comma splices? Do you need advice on how to explain what a vague pronoun reference is to a freshman? In short, what areas do you need help in?

Click here to enter text.

People often relate better to other people’s situations if they have been through the experience themselves. Therefore, it is recommended that you go through the tutoring experience yourself. Would you be willing to work with the director or with a tutor on a writing project in progress?

Click here to enter text.

The process of writing requires constant revision. Hence, one job of a writing tutor is to work with a student throughout the process until a satisfactory result is obtained. Hypothetically, the process could go on indefinitely. With this in mind, what kinds of revisions could you make to your submitted writing samples to improve them? Please explain in detail.

Click here to enter text.