



LONG ISLAND UNIVERSITY ACADEMIC REINFORCEMENT CENTER
APPLICATION FOR EMPLOYMENT

The Academic Reinforcement Center (ARC) welcomes all LIU students & non-students who are responsible and diligent and want to help their peers have an enjoyable college experience. Tutors are hired based on demand for courses. Students, please note that to apply for a tutoring position you should have a 3.5 or better in the course you'd like to tutor and at least a 3.0 overall GPA as well as have strong communication skills. Office support personnel are expected to maintain a 3.0 GPA as well as have strong communication skills. We keep all applications on file for at least one year. Thank you for your interest in the ARC.

Please fill out this application and submit to the ARC (Pratt 110) along with a letter of recommendation, a transcript (student copy is acceptable) & a current résumé/CV. The ARC is an equal opportunity employer.

I. PERSONAL INFORMATION

Date: _____ Name: _____

Address: _____

City: _____ State: _____

Daytime Telephone: _____-_____-_____- Evening Telephone (if different): _____-_____-_____-

Email: _____

II. EDUCATIONAL BACKGROUND

Are you an LIU student? Yes No If Yes, Level: _____ Major: _____

Special academic programs (e.g. HEOP, Honors, etc.): _____

List all language(s) you are fluent in: _____

| List all degrees you hold to date: | Degree | Institution |
|------------------------------------|--------|-------------|
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| Any in progress? | _____ | _____ |

III. EMPLOYMENT INTEREST

For what position at the ARC are you applying? Tutor Administrative Staff

If you'd like to tutor, list all courses you are interested in tutoring:

The ARC is open Monday-Thursday 9:00 am – 8:00 pm, Friday 9:00am – 5:00 pm, and Saturday 10:00 am – 3:00 pm (by appointment only). Please list your available hours *for the entire semester*.

| | | | | | |
|--------|---------|-----------|----------|--------|----------|
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| _____ | _____ | _____ | _____ | _____ | _____ |

IV. LIU Students Only (If you are presently NOT an LIU student, please skip to section V.)

Expected date of graduation: _____ Student ID: _____

Have you been assigned to the ARC on a Student Activities Grant? Yes No

Have you been assigned to the ARC by College Work Study? Yes No

Are you a Graduate Assistant or a Teaching Assistant elsewhere on campus? Yes No
If so, where? _____ How many hours? _____ *

Are you employed on budget elsewhere on campus? Yes No
If so, where? _____ How many hours? _____ *

*** NOTE: All student GAs, TAs and budget employees may not work more than 20 hours weekly in total of all campus jobs held. You also may not be employed by more than two (2) budgets (i.e. 2 different departments), including assistantships.**

V. EMPLOYMENT BACKGROUND/SKILLS

How did you learn about opportunities at the ARC? _____

What special skills or traits can you offer the ARC and the students of our campus?

What specialized training have you done in your particular subject area?

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that misrepresentation or omission of facts represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that employees of the ARC serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States and to comply with University regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off.

Applicant Signature: _____ Date: _____