ITDS Department – Summer 2018 Tutor/Grader Application Form (*Application deadline: May 14, 2018)

A. Basic Information

First Name	Last Name	Student ID #	GPA (minimum 2.7 required)

What position are you applying for?	BCIS ☐	DSCI ☐

B. Address and Contact Information

Permanent Address	City, State, Zip	Phone #

Campus Address (if you live on-campus)	City, State, Zip	Phone #

UNT Email Address *	Alternate Email

* Emails are sent to your UNT email address

C. Education Information

Expected Date of Graduation	Major	Date of Application

What is your current academic status?	Freshmen ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate ☐
Are you taking classes from UNT in the Summer 2018?	Yes ☐ No ☐ explain why
What classes are you taking from UNT in the Summer 2018?	

What courses have you taken before during your education?

ITDS Courses (MCIS, DSCI, MSCI, BCIS courses)				Other Relevant Courses (CS, Programming, Statistics)			
University	Course #:	Semester	Grade	University	Course #:	Semester	Grade

D. Employment Information

Have you previously worked as a tutor for the ITDS Department? (If yes explain when, what courses, and with which professor(s)?)	
Are you currently employed for UNT in any capacity?	
If so, which department and for how many hours?	
Will you be employed for any other department in the Summer 2018?	
If so, which department and for how many hours?	

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E. Availability Schedule

Please indicate the days and times you CANNOT work during the semester you are applying forby marking an 'X' in the appropriate box. *Make sure you allow for travel time, if necessary!*

Note! *You must at least provide **30** hours per week free time for scheduling purposes. Your availability is one of the important factors for final decision.*

Maymester – 5/14-5/31

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
9 am							███
10 am							███
11 am							███
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							

Summer 1 – 6/4-7/6

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
9 am							███
10 am							███
11 am							███
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							

Summer 2 – 7/9/-8/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
9 am							███
10 am							███
11 am							███
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							

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Tutoring lab hours during the Summer 2018 subject to change:
- *Mondays through Thursday from 9 am – 10 pm*
- *Friday and Saturday 9 am – 8 pm*
- *Sundays from 12 pm – 10 pm*

F. Complementary Information

Please add any extra information you would like so the lab manager would consider during the process.

G. International Students Information (not required for others)

Visa Status	Place of Birth?	Languages Spoken?	
TOEFL (☐ iBT, ☐ CBT, ☐ PBT) ☐ IELTS, ☐ Other:_____		Your Score / Total	Date of exam
Score breakdown (Speaking---, Writing---, Reading---, Listening---)			

Notes.

1. Register with the Career Center to apply for positions with ITDS. You will need to upload a signed copy of this form (along with a resume, transcript, and Career Center Student Employment Application) to their website.

2. Your **schedule** must be final and you should plan accordingly if job is given. Any change in the given schedule can revoke the offer.

3. Your **resume** needs to include your education including courses, work experience, computer skills, and etc.

4. The best way of communication is via the **email** address provided above.

I hereby certify that all the statements and information that I provided in this application form are true and correct. I understand the hiring process is based on multiple factors, some drawn from this form.

Signature: _____   **Date:** _____