

**Pellissippi State Community College  
TRiO Student Support Services  
Tutor Application**

**PLEASE NOTE: YOU MUST HAVE A CUMULATIVE GPA OF 2.5 OR HIGHER WITH A GRADE OF B OR BETTER IN THE SUBJECT(S) YOU WISH TO TUTOR.**

**Applicant Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

School email address: \_\_\_\_\_ Home email address: \_\_\_\_\_

Classification: \_\_\_ Freshman \_\_\_ Sophomore

Degree seeking: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Do you plan to transfer to another college? \_\_\_\_\_ Transfer date: \_\_\_\_\_

**Course(s) you are interested in tutoring:**

Name of course	Course number
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_____	_____
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_____	_____
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_____	_____
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_____	_____
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_____	_____
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_____	_____
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How did you hear about this position? \_\_\_\_\_

Why are you interested in tutoring for TRiO? \_\_\_\_\_

\_\_\_\_\_

You may return the completed application to:  
Mark Cotter, Ed.D., Director  
865-539-7266  
ERC room 218  
mscotter@pstcc.edu

**Pellissippi State Community College  
TRiO Student Support Services  
Tutor Recommendation Form**

Dear \_\_\_\_\_,  
(recommender's name)

On behalf of the TRiO Student Support Services Program, \_\_\_\_\_,  
(applicant's name)

has applied to be a tutor in \_\_\_\_\_. To the best of  
(subject area)

your knowledge, please evaluate the competency of this prospective tutor's ability in the  
aforementioned course. Please also check here \_\_\_\_ if you would like the student to be  
able to view this evaluation after its completion. Otherwise, it will remain confidential.

Evaluation of competency	Excellent	Above Average	Good	Fair	Poor	Don't know
Mastery of subject						
Understanding of subject						
Ability to apply subject matter						
Ability to communicate ideas						
Verbal ability						
Level of responsibility						
Integrity						
Interaction with other students						

\_\_\_\_ I highly recommend this student for the position of tutor with TRiO SSS

\_\_\_\_ I recommend this student for the position of tutor with TRiO SSS with reservation

\_\_\_\_ I do not recommend this student for the position of tutor with TRiO SSS

Additional comments:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_

Thank you for your time and the consideration you will give this matter.

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## **Employment Application Instructions**

**(865) 694-6607 • [www.pstcc.edu/departments/human\\_resources](http://www.pstcc.edu/departments/human_resources)**

### **APPLICANT INFORMATION**

Pellissippi State is pleased that you are interested in submitting an application for employment. It is important for you to understand the employment policies and procedures related to the selection of personnel. Current regulations governing employment procedures require a completed Employment Application and other pertinent records to be submitted to the Human Resources and Affirmative Action Office if you wish to be considered for a position. Note: Recommended applicants are subject to background checks. (Please read all instructions given below before you begin to complete the Employment Application packet.)

1. Submit a signed and completed Pellissippi State Employment Application. A resume is not accepted in lieu of a completed Employment Application.
2. Complete all questions and sections of the Employment Application by printing or typing.
3. Answer all questions completely, accurately and honestly. False statements are cause for refusal of application, removal from consideration or dismissal from a position.
4. Avoid any reference on the Employment Application to gender, age, race, creed, religion, disability or national origin. Included in this packet is a separate form for voluntarily reporting gender, age and race. Pellissippi State complies with state and federal nondiscrimination and Equal Opportunity requirements.
5. Return the completed Employment Application packet—

By mail: Human Resources and Affirmative Action  
Pellissippi State Technical Community College  
10915 Hardin Valley Rd.  
P.O. Box 22990  
Knoxville, TN 37933-0990

By fax: (865) 694-6456

In person: Room 204, J.L. Goins Administration Building

Applications are accepted Monday through Friday, 8 a.m. to 4:30 p.m. Pellissippi State is committed to maintaining and promoting nondiscrimination in all aspects of recruitment and employment of individuals at all levels throughout the College. It is the intent of Pellissippi State to recruit, hire, and promote all faculty and staff without regard to race, color, religion, gender, sexual orientation, national origin, age, or disability unrelated to job performance.

- **A separate Employment Application (Application may be copied) must be submitted for each position opening.**
- **Please submit the following documents at the time of application:**
  - Pellissippi State Employment Application
  - Copies of high school diploma or college transcripts (whichever is applicable)
  - Resume

# **Employment Application** *(Please print or type)*

## **HOW DID YOU LEARN ABOUT THIS POSITION?**

**For office use only**

- |   |                                   |                                      |
|---|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Advertisement in _____ | <input type="checkbox"/> Friend   | <input type="checkbox"/> Walk-in     |
| <input type="checkbox"/> Employment agency      | <input type="checkbox"/> Relative | <input type="checkbox"/> Other _____ |

## **POSITION FOR WHICH YOU ARE APPLYING**

Job number (if applicable) \_\_\_\_\_

Job title \_\_\_\_\_

Please check one box only:

- Full time     Part time

## **PERSONAL DATA**

First Name	Middle Name or Initial	Last Name	Social Security Number (for internal purposes only)
Street Address			Home Phone (    )
City, State, Zip (Four-digit extension is required)		County	Work Phone (    )
E-mail Address			Cell Phone (    )

## **EDUCATION AND TRAINING**—It is a Class A misdemeanor to misrepresent academic credentials

TYPE	NAME/ADDRESS OF SCHOOL	STATE	COURSE OF STUDY	DIPLOMA/DEGREE RECEIVED
<b>HIGH SCHOOL/GED</b>				
<b>BUSINESS/TRADE/TECH</b>				
<b>UNDERGRADUATE COLLEGE</b>				
<b>UNDERGRADUATE COLLEGE</b>				
<b>GRADUATE COLLEGE</b>				
<b>GRADUATE COLLEGE</b>				
<b>OTHER</b>				

**NON-TEACHING EXPERIENCE** (Start with present/last job—use attached sheet, if needed;  
 “See resume” responses will not be considered adequate)

DATE(S)	NAME/ADDRESS OF EMPLOYER	DESCRIPTION OF WORK	FULL/ PART TIME

**PROFESSIONAL REFERENCES** (Please list three people)

FULL NAME	TITLE	NAME/ADDRESS OF COMPANY/PHONE NUMBER

**CRIMINAL RECORD**

Have you ever been convicted of a criminal offense other than a minor traffic violation?  Yes  No If yes, please provide additional information.  
 NOTE: An affirmative answer to this question will not automatically be a bar to your employment. Factors such as the duties of the position sought, the number and nature of the offense(s), the age of the conviction(s), and the accuracy of your explanation will be taken into consideration.

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT CERTIFICATION AND AGREEMENT**

**PLEASE READ CAREFULLY:** I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if I am employed, falsified statements on this application will be considered sufficient cause for dismissal. I further authorize and request each reference, former employer, educational institution or any other organization(s) to provide, as required, all information that may be sought in connection with this application.

\_\_\_\_\_

**Signature (Unsigned applications will not be considered)** \_\_\_\_\_  
**Date**

***INSTRUCTIONAL EXPERIENCE (Start with present/last job; "See resume" responses will not be considered adequate)***

<b>DATE(S)</b>	<b>NAME/ADDRESS OF SCHOOL</b>	<b>SUBJECT/ GRADE LEVEL</b>	<b>TITLE</b>	<b>FULL/ PART TIME</b>

***ADDITIONAL NON-TEACHING EXPERIENCE***

<b>DATE(S)</b>	<b>NAME/ADDRESS OF EMPLOYER</b>	<b>DESCRIPTION OF WORK</b>	<b>FULL/ PART TIME</b>







## ***Voluntary Equal Employment Opportunity Information Request***

As a government contractor, **Pellissippi State Technical Community College** is subject to Executive Order 11246, as amended, and the Civil Rights Acts of 1964 and 1991.

We request your **voluntary** completion of the following questionnaire to be used **ONLY** for the purpose of monitoring the success of our Affirmative Action plan. This information will not be used to discriminate against or show preference to any applicant in the hiring decision. Your immediate attention is requested. This information will be required upon employment.

NAME \_\_\_\_\_

MALE    FEMALE

BIRTH DATE \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

CITIZENSHIP:

U.S.:    YES   Can you (if accepted for employment) submit a birth certificate or other proof of U.S. citizenship?    YES    NO

NO   OTHER \_\_\_\_\_  
Country

VISA CLASSIFICATION \_\_\_\_\_

Can you (if accepted for employment) furnish proof of your legal right as a non-citizen to remain and work in the U.S.?    YES    NO

ETHNICITY:

- Not specified.
- Alaskan Native: a person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.
- American Indian: a person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.
- Asian or Pacific Islander: a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, China, Japan, the Philippine Islands and Samoa.
- Black, not of Hispanic origin: a person having origins in any of the black racial groups in Africa.
- Hispanic: a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- White, not of Hispanic origin: a person having origins in any of the peoples of Europe, North America or the Middle East.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date