



# Math & Science Resource Center

1810 Liacouras Walk · 2<sup>nd</sup> Floor-Room 201 · Philadelphia PA 19122 · [www.temple.edu/msrc](http://www.temple.edu/msrc)

## Employment Application

(Please **PRINT** All Information/ One application per semester)

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last/Family First M.I.

Semester for which you are applying (ex: Fall 2003) \_\_\_\_\_ Date of graduation (mm/yy): \_\_\_\_\_

TU ID Number (9 digits) \_\_\_\_\_ Date of Birth (mm/dd/yy) \_\_\_\_\_

Local Address \_\_\_\_\_  
Street address City State Zip

Telephone Number \_\_\_\_\_ E-mail \_\_\_\_\_  
(Area Code) Number

Applicant Status (circle one): *New (not previously hired by MSRC)* *Returning-(previously hired by MSRC)*

Sex (circle one): *Male* *Female* Residency (circle one): *U.S. Citizen/Permanent U.S. Resident/International Student*

Major or Program/College or School \_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
(Area Code) Number

### Check the position(s) you are interested in:

Undergraduate Tutor-MSRC  Undergraduate Tutor-Athletics  Undergraduate Classroom Assistant  
 Office Assistant  Graduate Academic Intern-Tutor  Graduate Extern-Tutoring Lab Supervisor

### \*If applying for any Tutor position, please check all courses that are relevant:

(each row/ line represents minimum requirements for a subject area for Graduate Academic Intern-Tutor)

Algebra  College Algebra  Pre-Calculus  Calculus I  Calculus II  Calculus III  
 General Chemistry I  General Chemistry II  Organic Chemistry I  Organic Chemistry II  
 Biology I  Biology II  
 Physics I  Physics II  
 Geology  
 Descriptive Statistics (Stat 2101)  Inferential Statistics (Stat 2102)  
 Computer Science  Other \_\_\_\_\_

**PLEASE NOTE: All applicants for academically-oriented jobs will be required to take a basic-skills math test and test(s) for their respective position (i.e. chemistry test for chemistry tutors, etc.)**

*\*If minimum requirements for a single subject area are not met, a combination of courses taken in multiple subject areas can meet minimum requirements to be a tutor.*

**Only complete applications with attached supporting documentation will be accepted**

### Undergraduate Applicant Checklist

Completed Application  
 Resume  
 OwlNet Academic History with Printed Name

### Graduate Applicant Checklist

Completed Application  
 Resume  
 Transcripts  
 Graduate Exam Scores (GRE, GMAT, Miller's, etc)  
 Two Letters of Reference

*(Please turn to other side)*

Name \_\_\_\_\_

Please list at least one reference. References should be able to verify ability in the position for which you are applying.

Name	Position	Telephone or Email

Please list all related experience.

Position/Program	Duties	Supervisor/Telephone Number

Place a checkmark in each block that you are available to work. Minimum shift length is one (1) hour.

	MON	TUES	WED	THURS	FRI	SAT	SUN
8:30a to 9:00a							
9:00a to 9:30a							
9:30a to 10:00a							
10:00a to 10:30a							
10:30a to 11:00a							
11:00a to 11:30a							
11:30a to 12:00p							
12:00p to 12:30p							
12:30p to 1:00p							
1:00p to 1:30p							
1:30p to 2:00p							
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6:00p to 6:30p							
6:30p to 7:00p							
7:00p to 7:30p							
7:30p to 8:00p							
8:00p to 8:30p							
8:30p to 9:00p							
9:00p to 9:30p							
9:30p to 10:00p							

**Undergraduate Applicants Only:** I would like to work a minimum of \_\_\_\_ hours and maximum of \_\_\_\_ hours per week.

By signing this application I am verifying that all enclosed and attached information is accurate and true to my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE READ:** Due to the large volume of applications, we are unable to personally acknowledge the receipt and status of each one. After an application is received, it is reviewed. Only candidates selected for testing and/or an interview will be contacted. *No e-mails, phone calls or inquiries, please.*

MSRC Use Only:

Test - yes / no  
Date:

Interview - yes / no  
Date:

Hire - yes / no  
Date:

Future - yes / no