



**PERSONAL INFORMATION**

Name		Address		Date:	
Student ID	Social Security Number		<input type="checkbox"/> Male <input type="checkbox"/> Female	Email	
Cell Phone		DOB	Availability <u>check all that apply</u>		
#of hours per week?	Subject(s)		<input type="checkbox"/> Fall Semester	<input type="checkbox"/> Spring Break	
			<input type="checkbox"/> Winter Break	<input type="checkbox"/> Spring Semester	
			<input type="checkbox"/> Summer Break	<input type="checkbox"/> Holidays	
Other job on campus? <input type="checkbox"/> yes <input type="checkbox"/> No		# of hours	Other language(s) spoken		
Recommended by:	Print Name		Signature		

HOURS AVAILABLE	Monday	Tuesday	Wednesday	Thursday	Sunday
<b>A.M.</b>					
<b>P.M.</b>					

**CONTACT INFORMATION**

Person to be notified in case of an emergency		Relationship
Cell Number	Address	

**TERMS AND CONDITIONS**

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS PRIOR TO BEING HIRED AS A CASA TUTOR FOR SOUTHWESTERN ADVENTIST UNIVERSITY

I agree to participate and enroll in Univ. 900 prior to beginning my work as a tutor.  
 I agree to provide the necessary documentation to complete the I-9 documentation.  
 I also agree to complete the Ethics and FERPA online trainings and attend additional trainings perscribed throughout the semester by the CASA Director.  
 I also will adhere to the work schedule as agreed upon and will give 24 hour notice prior to any absence.

**I have read and understand this agreement, and I accept and agree to all its terms and conditions. I enter into this agreement voluntarily, with full knowledge of its effects.**

\_\_\_\_\_

Student Name (Print) \_\_\_\_\_ Student Signature

**FOR OFFICE USE ONLY**

<input type="checkbox"/> I-9 w/DOCUMENTATION	<input type="checkbox"/> ETHICS DATE	<input type="checkbox"/> FERPA DATE
<input type="checkbox"/> UNIV. 900 DATE	<input type="checkbox"/> TUTORING 101A DATE	<input type="checkbox"/> TUTORING 101B DATE
<input type="checkbox"/> TUTORING 101C DATE	<input type="checkbox"/> COPY OF TRANSCRIPTS/GRADES	