



# GEAR UP

*Gaining Early Awareness & Readiness for Undergraduate Programs*

## Staff Application

**PLEASE RETURN THIS APPLICATION AND ALL REFERENCE FORMS TO:**

Hunter Huckabay  
Director of GEAR UP  
[hunter-huckabay@utc.edu](mailto:hunter-huckabay@utc.edu)  
(423) 425-5386

**Minimum Qualifications**

- To qualify for this position, you must:
- \* have completed a minimum of 30 undergrad. credit hours for after-school/ 45 credit hours for teaching assistants
  - \* be enrolled in a university program or have attended one full-time in the past year or have already graduated.
  - \* be in good standing at the institution in which you are enrolled and have at least a 2.5 G.P.A.
  - \* submit a current transcript (unofficial is fine) & class schedule with this application.

Name \_\_\_\_\_ Date \_\_\_\_\_

Permanent Address \_\_\_\_\_  
street & number city state zip code

Current Address \_\_\_\_\_  
street & number city state zip code

Phone # \_\_\_\_\_ UTC ID # \_\_\_\_\_

Email (required) \_\_\_\_\_

Birthdate \_\_\_\_\_  
month day year

In case of emergency, notify \_\_\_\_\_  
name address  
phone # \_\_\_\_\_

Best times to reach you by phone. Please be specific as we will need to schedule an interview.  
\_\_\_\_\_

Are you a current UTC employee? \_\_\_ Yes \_\_\_ No If yes, which department? \_\_\_\_\_

What is your year classification (sophomore, junior, grad., etc.) at UTC? \_\_\_\_\_

What is your major? \_\_\_\_\_ How many credit hours do you have \_\_\_\_\_

GPA \_\_\_\_\_ Transcript attached? Yes \_\_\_ No \_\_\_ Do you have transportation? \_\_\_\_\_

Please circle the best description of any Spanish-speaking skills you might have:

Native language Speaking fluency Speaking competence Reading/writing ability

Please describe: \_\_\_\_\_

Have you worked or volunteered for GEAR UP in the past?	Semester/Year (eg. Spring 2019)	Supervisor

**EDUCATION**

Name of School                      City & State      Dates Attended      Year of Graduation      Major

**High School** \_\_\_\_\_

**College** \_\_\_\_\_

**EMPLOYMENT** (list previous two years)

Employer              Dates              City & State      Telephone              Supervisor              Reason for leaving

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EXPERIENCE** - please list any experience (paid or volunteer) you have had working with children

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why are you interested in becoming a tutor?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list all clubs, teams, groups or other extra-curricular activities you have participated in either in high school or at UTC.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many hours will you be taking in the upcoming semester? \_\_\_\_\_

Please list other jobs and work schedules you'll have in the coming semester.

\_\_\_\_\_

\_\_\_\_\_

Please attach your class schedule to this application. In addition, **please list your scheduled class times each day in the table below.**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
List starting times & ending times for your classes each day					

If you have any other regularly scheduled activities besides your classes – another job, fraternity/sorority obligations, etc. – that could conflict with your work scheduled, please list the days and times those activities occur:

Please ask two (2) former supervisor or teachers to fill out the attached recommendation forms and return them to UTC under a separate cover. **Do not submit recommendation forms from family members or social acquaintances.** List the names of your references below.

1. \_\_\_\_\_

2. \_\_\_\_\_

**You must submit a current transcript & class schedule with this application.**

Please read and sign:

I hereby authorize The University of Tennessee at Chattanooga to make any investigation of my employment and criminal record and I hereby release all persons providing this information from any liability or damages. I understand that any misrepresentation on this application may be cause to terminate from employment, without recourse.

\_\_\_\_\_  
Signature

Your application will not be considered complete until your transcript and class schedule have been submitted and you will not be hired before your recommendation forms are on file.