

**Speech Lab**

154 Lake Michigan Hall 616-331-8115 speechlab@gvsu.edu gvsu.edu/speechlab

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**Speech Lab Consultant Application**

***To complete this application, please follow these steps: 1.) Respond to all items below in a single document. Do not delete the questions. 2.) Once your responses are complete, rename this document using the following format (LastName\_\_FirstName\_\_SLAppPack). 3.) Attach this completed document to an email with the subject line SPEECH LAB APPLICATION. Send the email to*** [***speechlab@gvsu.edu***](mailto:speechlab@gvsu.edu)***. 4.) In the same email, attach a copy of your most recent resume.***

**Section 1 – Applicant Information**

Name:

G Number:

Preferred phone:

GVSU email address:

Local Residential Address (Include City/State/Zip):

Your current class standing (i.e., Freshman, Senior, Graduate, etc.):

What is your expected graduation semester?

Your major(s):

Your minor(s):

Current GPA:

Have you taken COM 201 here at GVSU?

If yes, who was your professor (your professor will be contacted)?

**Section 2 – Experience and Qualifications (Please respond to the following items on a separate document. ):**

1. Why do you want to work at the Speech Lab?
2. Discuss your previous experience with tutoring/consulting/mentoring.
3. Discuss a time when you solved a problem. What was it? How did you solve it? What was the outcome?
4. Discuss the value of public speaking.
5. List three qualities you feel are important to being an effective consultant/tutor.

**Section 3: Employment History –** Please attach a separate document detailing your employment history (resume or CV preferred). Remember to:

1. Include the name, location, and contact information of your current and past employers (if applicable).
2. Indicate if we can contact your place(s) of current/previous employment.
3. Provide a short explanation of why previous employment ended.
4. If you plan to hold employment outside of the Speech Lab, how many hours do you plan on working at that other position?

**Section 4. Pre-Employment Information –** Please type your name and date at the bottom of the page in acknowledgement of the following:

1. To confirm that the information you’ve provided is accurate and complete.
2. If hired, I agree to attend an all-day pre-employment training session during the first week of classes (Sunday) and that the employment is contingent on my attendance at this training.
3. If hired, I will attend COM 380, a one-hour training course on Fridays to be taken either for credit or without credit during the first Fall semester I am employed at the Lab.
4. Consultants can expect to work only a few hours each week during their first year at the Lab with the potential for extra hours for special speech related assignments and tasks outside of regular consultation.

Signature:

Date: