

DATE: _____

EMPLOYMENT APPLICATION

Subject: Writing/Reading Math Multidisciplinary Other Specific Subject(s)
please indicate:

PERSONAL INFORMATION

Last Name: _____ First Name: _____ M.I.: _____

Street Address: _____ City: _____ Zip: _____

Home Phone: (____) _____ Cell: (____) _____

Email: _____ Date of Birth: ____/____/____
(optional)

LBCC Student ID #: _____ Preferred work location (circle one): LAC PCC EITHER
(if applicable)

EDUCATIONAL INFORMATION

School	Major	Dates of Attendance		GPA	Degree	Date Granted
		From	To			

Applicants must also include transcripts (official or unofficial) showing completed coursework and grades in the appropriate subjects

New tutors must submit official proof of enrollment printout from current semester

ACADEMIC SUPPORT INFORMATION

Please list previous teaching and/or tutoring experience (paid or volunteer):

ACADEMIC REFERENCE (to be given the confidential attached Academic Reference Form):

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Work Phone: (____) _____ Email: _____

OFFICE USE ONLY

TTA req? _____
TTA comp _____

Submit Completed Application Materials to:

Long Beach City College. Learning & Academic Resources. Chris Glover, Tutorial Program Coordinator.
4901 East Carson Street. Mail Code Y-3. Long Beach, CA 90808. (562) 938-4669

ACADEMIC REFERENCE FORM

To be completed and returned by an instructor or academic counselor

APPLICANT'S NAME: _____

SUBJECT APPLICANT IS INTERESTED IN TUTORING: _____

How long have you known the applicant and in what capacity?

Please rate the applicant for demonstrated excellence in the following areas. Check the appropriate box.

Evaluation Topic	1 Very Poor	2 Poor	3 Satisfactory	4 Good	5 Excellent	N/A
1. Ability to communicate with students						
2. Ability to communicate with faculty						
3. Classroom participation						
4. Critical thinking						
5. Diversity awareness						
6. Problem solving						
7. Reliability						
8. Study skills						
9. Knowledge of course material						

Do you believe this applicant should be hired to work as a Tutor or Supplemental Instruction Leader at Long Beach City College? Why?

ACADEMIC REFERENCE INFORMATION

Name: _____ Title: _____

Signature: _____ Date: _____

THIS ACADEMIC REFERENCE FORM IS CONFIDENTIAL. THE APPLICANT SHOULD NOT VIEW THIS FORM AFTER IT HAS BEEN COMPLETED. THE REFERENCE—NOT THE APPLICANT—SHOULD RETURN THIS FORM TO THE TUTORIAL PROGRAM COORDINATOR.

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AVAILABILITY FORM

Please indicate your availability this semester in the grid below by writing an “A” in the boxes that represent the times you can work.

Applicant Name _____

Semester _____

	MON	TUE	WED	THU	FRI	SAT
7-8 AM						
8-9 AM						
9-10 AM						
10-11 AM						
11-12 PM						
12-1 PM						
1-2 PM						
2-3 PM						
3-4 PM						
4-5 PM						
5-6 PM						
6-7 PM						
7-8 PM						
8-9 PM						
9-10 PM						
						10.27.09

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OTHER QUESTIONS

What do you think makes a student successful?

What do you feel you bring to the job as a Tutor/SI Leader?

What are your career goals?

If you are applying to be a Supplemental Instruction Leader, which instructor/class do you prefer to work with? (If you are applying to be a Tutor, please skip this question.)

OTHER INFORMATION – DETACH AND SAVE

In order to be hired as a **Tutor** or **Supplemental Instruction Leader** at LBCC, you must:

- ✓ Have completed each subject you wish to tutor with an earned grade of B or better.
- ✓ Prove your status as a full-time (12-units) student if you are an undergraduate attending a community college or university, or be enrolled in at least one class if you are a graduate student or enrolled in a credential program.
- ✓ Submit completed Employment Application and Availability Forms (both attached) to Chris Glover.
- ✓ Submit a copy of your transcripts indicating completed coursework and grades.
- ✓ Have an instructor in the discipline you wish to tutor complete and submit the *confidential* Academic Reference Form.
- ✓ Be chosen for an interview and selected for the position by Chris Glover *or* the appropriate Success Center supervisor.

If you are hired as a **Tutor**, you must:

- ✓ Complete a six-week training program that will introduce you to the basic concepts of tutoring during your first semester of work. (Your supervisor will explain the specific course requirements; plan to attend the three *mandatory* meetings, usually held on Friday afternoons.)
- ✓ Submit proof of current enrollment.
- ✓ Complete ongoing training (in the form of an orientation and/or training sessions) at the specific Success Center where you are hired.
- ✓ Attend regular training meetings as assigned (varies by Success Center).
- ✓ For new LBCC employees: fill out and submit the necessary forms for Human Resources/ Payroll within two weeks of your hire date.

If you are hired as a **Supplemental Instruction Leader**, you must:

- ✓ Attend a pre-semester day of training as well as monthly Friday afternoon meetings from 2-3pm.
- ✓ Attend the class to which you are assigned as SI Leader on a regular basis.
- ✓ Submit proof of current enrollment.
- ✓ For new LBCC employees: fill out and submit the necessary forms for Human Resources/ Payroll within two weeks of your hire date.

Other information:

- ✓ Tutors are paid according to their experience as tutors and as students. The pay scale ranges between \$8 & \$15 per hour.
- ✓ SI Leaders are paid according to their experience in the job. The pay scale ranges between \$9 & \$14 per hour.
- ✓ Tutors & SI Leaders are able to work for a maximum of six semesters, subject to semesterly evaluation and review by their supervisor.
- ✓ Tutors & SI Leaders can work a maximum of 20 hours per week, subject to departmental budget and availability of hours.
- ✓ Tutors may volunteer; SI Leaders may not.
- ✓ **FOR ENGLISH TUTORS ONLY:** Please submit a writing sample of at least three pages and in MLA format along with these application materials. This can be a paper you have submitted for a class, as long as it is a clean copy (no instructor marks, grade, etc).

Thank you for your interest! If you have any questions,
please contact Chris Glover (c2glover@lbcc.edu *or* 562.938.4669) or
stop by office L-204 on the LAC campus for more information.

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