

DATE: \_\_\_\_\_

# EMPLOYMENT APPLICATION

Subject:  Writing/Reading  Math  Multidisciplinary  Other Subject Tutor  
*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):

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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\**

TUTOR APPLICANT'S NAME: \_\_\_\_\_

SUBJECT(S) TUTOR 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						

Should this applicant be hired to work as a Tutor at a Long Beach City College Success Center? 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						
						7.15.09

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## OTHER INFORMATION – DETACH AND SAVE

In order to be hired as a tutor 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 a completed Employment Application and Availability Form (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 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; you should 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 meetings as assigned (varies by Success Center).
- ✓ For new LBCC employees: fill out and submit the necessary forms for Human Resources/ Payroll within 2 weeks of your hire date.

Other information:

- ✓ Tutors are paid according to their experience as tutors and as students. The range is between \$8 and \$15 per hour.
- ✓ Tutors will be able to work for a maximum of six semesters, subject to semesterly evaluation and review by their supervisor.
- ✓ Tutors can work a maximum of 20 hours per week, subject to departmental budget and availability of hours.
- ✓ **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).
- ✓ Volunteers are always welcome to apply!

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

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