DATE: _____

For office use only- Date Received:

EMPLOYMENT APPLICATION

Success Centers (check all that apply):

☐ **Writing/Reading**   ☐ **Math**   ☐ **Multidisciplinary/CTE**   **Tutoring/SI Center**

Subjects Interested in supporting:

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 (check one):   LAC   PCC   EITHER
(if applicable)

EDUCATIONAL INFORMATION

College	Major	Dates of Attendance From	To	GPA	Degree	Date Granted

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):   *(And/Or submit a resume if you have one)*

_____

_____

_____

_____

ACADEMIC REFERENCE (to be given the <u>confidential</u> 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. Math Success Center (V-163), Math Success Center Coordinator
Sundee Dominguez (s2dominguez@lbcc.edu)

12.16.2015

RELATED EXPERIENCE (YOU MAY ALSO SUBMIT A RESUME

Read experience requirements in job announcement before completing this section. **Begin with your most recent job. List all jobs and any periods of unemployment in last ten years, including any military service. List any jobs held more than ten years ago, which relate to duties of job for which you are applying. Include number of hours per week that you worked. List any volunteer experience, which relates to the job for which you are applying.**

DATES	EMPLOYERS	DUTIES	
From (Mo. & Yr.)	Name of Present or Last Employer	Your Title	No. Employees Supervised
To (Mo. & Yr.)	Address	Duties	
Hours Per Week	City/State/Zip Code		
Highest Monthly Salary $	Immediate Supervisor's Name Telephone	May we contact employer? YES NO Reason for Leaving	
From (Mo. & Yr.)	Name of Present or Last Employer	Your Title	No. Employees Supervised
To (Mo. & Yr.)	Address	Duties	
Hours Per Week	City/State/Zip Code		
Highest Monthly Salary $	Immediate Supervisor's Name Telephone	May we contact employer? YES NO Reason for Leaving	
From (Mo. & Yr.)	Name of Present or Last Employer	Your Title	No. Employees Supervised
To (Mo. & Yr.)	Address	Duties	
Hours Per Week	City/State/Zip Code		
Highest Monthly Salary $	Immediate Supervisor's Name Telephone	May we contact employer? YES NO Reason for Leaving	
From (Mo. & Yr.)	Name of Present or Last Employer	Your Title	No. Employees Supervised
To (Mo. & Yr.)	Address	Duties	
Hours Per Week	City/State/Zip Code		
Highest Monthly Salary $	Immediate Supervisor's Name Telephone	May we contact employer? YES NO Reason for Leaving	

ADDITIONAL REMARKS:_____

_____

CERTIFICATION OF APPLICANT: I certify that the statements on this application are true and complete to the best of my knowledge and belief and that any false statements or incomplete information will subject me to disqualification or dismissal from employment with the District. I also understand that before my employment becomes effective, verification of minimum qualifications and documentation verifying my legal right to work in the United States must be filed in the Human Resources Office of the Long Beach Community College District.

_____   _____
Date   Signature of Applicant

EQUAL OPPORTUNITY POLICY
Long Beach Community College District is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of race, religious creed, color, national origin, ancestry, gender, sexual orientation, age (over 40), disability, marital status, medical condition or disability (including AIDS), other protected classes, or obligations to the National Guard or Reserve forces of the United States.

OTHER QUESTIONS

How did you hear about this job?

_____

_____

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 class(es) do you prefer to work with? (If you are applying to be a Tutor, please skip this question.)

_____

_____

AVAILABILITY FORM

Please indicate your availability this semester in the grid below by checking 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						
11-12AM						
12-1 PM						
1-2 PM						
2-3 PM						
3-4 PM						
4-5 PM						
5-6 PM						
6-7 PM						
7-8 PM						

Maximum number of hours you wish to work in a week (20 hours max):

Comments:

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 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 the Tutor/SI Coordinator at the LAC or PCC campus.
- ✓ 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 Tutor/SI Coordinator or the appropriate Success Center supervisor.

If you are hired as a **Tutor**, you must:
- ✓ Complete a 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 monthly 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).

If you are hired as a **Supplemental Instruction Leader**, you must:
- ✓ Attend pre-semester training (2.5 days) as well as bi-monthly Friday meetings.
- ✓ Have contact with the instructors and/or attend the class to which you are assigned as SI Leader on a regular basis.
- ✓ Submit proof of current enrollment.
- ✓ Be available to work a minimum of 12 hours.

Other information:
- ✓ The pay scale ranges from $10 to $15 per hour.
- ✓ Tutors & SI Leaders can work a maximum of 20 hours per week, subject to departmental budget and availability of hours.
- ✓ Volunteer positions are not available at Long Beach City College.
- ✓ **FOR WRITING 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, Math Success Center Coordinator (LAC: 562.938.4927) or stop by the MSC (V-163 at the LAC campus) for more information.

Submit Completed Application Materials to:
Long Beach City College. Math Success Center (V-163), Math Success Center
Coordinator Sundee Dominguez (s2dominguez@lbcc.edu)