

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

For office use only- Date Received:

# EMPLOYMENT APPLICATION

Check all that apply:

Tutor Position

SI Leader Position

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		GPA	Degree	Date Granted
		From	To			
				TM		

\*\*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 confidential attached Academic Reference Form):

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

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

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

<b>OFFICE USE ONLY</b>	
TTA req? _____	_____
TTA comp _____	_____

Submit Completed Application Materials to:  
**Long Beach City College.** Learning & Academic Resources (L-203), Tutorial & SI Program Coordinator  
LAC: Susan Fintland ([sfintland@lbcc.edu](mailto:sfintland@lbcc.edu)); PCC: Sean Dominguez ([sdominguez@lbcc.edu](mailto:sdominguez@lbcc.edu))

## 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:

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## ACADEMIC REFERENCE FORM

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.

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/Institution: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*To be completed and returned by an instructor\**

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Tutorial & SI Program Coordinator

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## 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).
- ✓ Complete additional trainings (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).
- ✓ Submit proof of full-time enrollment for the semester you are hired to work.

If you are hired as a **Supplemental Instruction Leader**, in addition to the above, 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.
- ✓ Be available to work a minimum of 10-12 hours.

Other information:

- ✓ The pay scale ranges from \$13 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.).
- ✓ If hired, you will be asked to complete a TB test and possibly a Livescan background check.

Thank you for your interest! If you have any questions, please contact the Tutor/SI Coordinator (LAC: 562.938.4740 / PCC: 562-938-3977) or stop by the office (L-203 at the LAC campus or EE-206 at the PCC campus) for more information.

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