

Date Interviewed	_____
Date Accepted	_____
Date Denied	_____
Comments	_____
_____	_____

San Jacinto College
 Student Success Center
 Tutor Application for Employment

I. General Requirements: All applicants must have an overall GPA of 3.0 and a 3.5 in the subject area to be considered for employment. Transcripts and faculty references for each discipline are required. A “B” Average in the subject(s) you wish to tutor is required. You must submit two faculty names with their titles and departments, telephone numbers and email addresses. You are responsible for asking your references to complete and return the attached reference forms. Note: Applicants applying for a tutor position in English will be asked to submit a writing sample.

Name: _____ Student G# _____

Address: _____
 (Street) (City) (State) (Zip)

Email: _____ Home Telephone # _____ Cell Phone # _____

Major: _____ GPA: _____ Credit Hours Earned: _____

Organizations/Honors/Activities: _____

Have you been granted Federal Work-Study? Yes _____ No _____

Are you an International Student? Yes _____ No _____

II. Content Areas: List subject area(s) you wish to tutor and indicate course and grade.

Subject	Course #1	Grade	Course #2	Grade	Course #3	Grade	Course #4	Grade
1.								
2.								
3.								
4.								
5.								

III. Work Experience: Indicate current work first. Note – Your information will be verified.

Date Worked	Employer	Job Title	Supervisor Name	Phone Number

1. Why would you make a good tutor?

2. What do you think should be the role of a tutor?

3. Do you have any tutoring experience or work experience that you feel is relatable to this position? If so, please explain.

Verification Statement

All information, including transcripts and references, must be completed for applications to be considered. I hereby certify that the above information is complete and accurate to the best of my knowledge. I understand that my references will be checked in order to verify information. If I am selected, the supervisor will review my work at the end of each semester. I will provide an official copy of my transcript from the registrar and submit to tutor evaluations at the conclusion of each semester. If my evaluation indicates poor performance or if I do not maintain a 2.5 GPA, I understand that I will be dismissed. I understand that all information told to me by students will be kept confidential. I will assist faculty, students and staff, and any others duties assigned to me by the supervisor.

Signature _____ Date _____

Student Success Center

Academic Tutor Availability

Name: _____

Check the boxes matching the times that you are available to work. Plan now for study time, meals, classes, and other regular commitments. Don't forget to allow yourself time for travel to San Jacinto College.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8:00-9:00a							
9:00-10:00a							
10:00-11:00a							
11:00-12:00p							
12:00-1:00p							
1:00-2:00p							
2:00-3:00p							
3:00-4:00p							
4:00-5:00p							
5:00-6:00p							
6:00-7:00p							
7:00-8:00p							
8:00-9:00p							

Student Success Center

Academic Reference Form

Reference Name: _____

Title/Department: _____

Telephone #: _____

Email: _____

_____ is applying for a position tutoring in _____ in the Student Success Center. The Success Center is committed to providing academic support services to aid students in reaching their personal academic goals and succeeding in the college environment. We would appreciate your assistance in completing this reference form as candidly as possible.

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

Please rate the following items: 1-Not Observed 2 -Poor 3-Fair 4-Good 5-Excellent

1)	Desire to relate to people			9)	Competency in organizing and completing tasks	
2)	Initial impression he/she makes on others			10)	Ability to work in groups	
3)	Awareness and involvement in subject matter			11)	Ability to work one-on-one with individuals	
4)	Class performance			12)	Ability to diffuse unpleasant situations	
5)	Sense of responsibility			13)	Ability to relate to authority	
6)	Willingness to help others			14)	Ability to think critically	
7)	Ability to communicate effectively			15)	Ability to solve problems	

Please check one:

_____ I recommend the applicant without reservation.

_____ I have substantial doubts about the applicant's ability to be an effective employee at the Student Success Center.

_____ I recommend the applicant but have these reservations:

Additional Comments:

Signature _____

Date _____

Student Success Center

Academic Reference Form

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Title/Department: _____

Telephone #: _____

Email: _____

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Additional Comments:

Signature _____

Date _____

Thank you for taking the time to participate.