

DATE:

For office use only- Date Received:

EMPLOYMENT APPLICATION

Success Centers (check all that apply):

Writing/Reading Success Center

Tutoring/SI Center (are you applying for a tutoring position or SI Leader position?)

Math Success Center

Multidisciplinary/CTE

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: _____

OFFICE USE ONLY

TTA req? ____
TTA comp ____

Submit Completed Application Materials to:

Long Beach City College. Learning & Academic Resources (L-203), Tutorial Program Coordinator
LAC: Sean Dominguez (sdominguez@lbcc.edu); PCC: Leslie Ortega (lortega@lbcc.edu)

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
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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:

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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 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 \$15 to \$17 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 Tutorial Program Coordinator (LAC: 562.938.4528/ PCC: 562-938-3986) 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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