Tutoring Application

As a tutor, you are able to help students not only with course content but also with the study skills that have made you a strong, successful student. Some of these skills you already have and some you will learn through the training you will receive. Tutoring on campus is convenient and helps you keep content current in your mind while making a few extra bucks!

All students applying to be a tutor must meet the following requirements:

☐ Have completed at least 12 units at MJC
☐ Be enrolled in at least six (6) units in the Spring or Fall semesters and three (3) units in the Summer
☐ Have a 3.0 cumulative GPA. Please attach a non-official transcript.
☐ Have a minimum of a high “B” or “A” grade in the course (s) applicant wish to tutor
☐ Include a Faculty Recommendation Form (attached) for each of the courses you wish to tutor
☐ Be available to enroll in the hybrid Tutor 100 course, which is a two-unit, general tutor training class.

If you meet all the above requirements, please fill out the application below. Print it, and bring it to any of our two locations: East Library & Learning Center Building or West: L&LC Yosemite 235
Student Worker Application

Modesto Junior College ☐
Columbia College ☐
YCCD ☐

CALWorks ☐
Federal WorkStudy ☐
Regular ☐

Department/Division __________________________ Manager/Supervisor __________________________

Colleague ID# ____________ Last Name ____________ First Name ____________ Middle ____________

Mailing Address
Number & Street ____________ City ____________ State ____________ Zip ____________

Home Phone # ____________ Cell Phone # ____________ Other # ____________

E-mail Address: __________________________

Units Completed ____________ Cumulative G.P.A. ____________ Units Enrolled ____________

Have you ever been a student worker on campus? ☐ Yes ☐ No
If yes, which department/s: __________________________

Are you currently a student worker in another department? ☐ Yes ☐ No
If yes, in which department/s: __________________________

Criminal History Disclosure:

Yosemite Community College District requires all applicants to answer questions regarding their criminal history.
(Conviction of a misdemeanor or felony will not automatically eliminate applicant for a position.)

Have you ever been convicted of a misdemeanor? ☐ Yes ☐ No    If yes, please explain: __________________________

Have you ever been convicted of a felony? ☐ Yes ☐ No    If yes, please explain: __________________________

Do you have a Department of Justice report on file with YCCD? ☐ Yes ☐ No

I certify under penalty of perjury that all statements herein are true and correct. I understand that by disclosing a prior criminal history, I will not be assigned to a student work site until a criminal history clearance and administrative approval by YCCD Human Resources are on file. Further, I understand that any fees associated with this clearance process are my responsibility.

Student Signature __________________________ Date __________________________
Tutoring Application Form

Name: ___________________________   ID # ___________________   Cell: ___________________

School e-mail ___________________________   Do you have Work-Study? Yes ____   No ____

Have you tutored before? No   Yes   Where? __________________________________________

Read and initial each of the following:

_____ I understand that I can work a maximum of 20 hours per week, but that those hours are not
guaranteed. Availability of hours is based on program and location needs, funding, and student
demand for services.

_____ I am aware that if hired, I will be required to participate in both tutoring meetings and training
sessions.

_____ I understand that I may be assigned to work on either East or West Campus as needed.

_____ I agree to support and promote the rules and regulations of the Library & Learning Centers.

_____ I am aware that I am responsible for fingerprinting costs if offered a position in the L&LC.

List the subjects that you wish to tutor (The minimum of a high “B” is required)

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Other Secondary Courses that you would be willing to tutor in case of emergency:

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_________________________________________   ___________________________
Applicant’s Signature                      Date

Library & Learning Center

Last Updated 9/24/14
# Tutoring Availability Form

Name: ____________________________  ID # __________________

Cell: ____________________________  School E-mail Address: ____________________________

Semester applying for:  Fall  Spring  Summer  How many units do you intend to enroll in next semester?  

Mark an "X" at the times that you will be available to tutor.

*Your tutoring assignment may be on East or West Campus, so you must consider traveling times*

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## For Office Use Only

Units enrolled this Semester: __________  GPA Check by: __________  Date: __________

Invite for Interview: YES  NO  Interview Date/Time: ____________________________

Hire: Yes  NO  Hold Application for Next Semester: YES  NO

Library & Learning Center  Last Updated 9/24/14
Faculty Recommendation Form

I recommend ____________________________
(name of student)

to be a tutor in the Integrated Learning Center. This student took and
passed my ______________________ with a ____________________ .
(name of class) (grade in the class)*

Please describe any characteristics you saw in this student that are likely to
make him/her a good tutor i.e. academic performance, interpersonal
relationships, patience, etc.

________________________________________
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Do you have any further comments?

________________________________________
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Faculty Name: ____________________________
Signature: _______________________________
Division: ____________________ Office Phone: __________________
Date: _________________________________