

## Tutoring Application

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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)**

Course	Grade	Semester Taken
<b>Other Secondary Courses that you would be willing to tutor in case of emergency:</b>		

\_\_\_\_\_

**Applicant's Signature**

\_\_\_\_\_

**Date**

# 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*

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 – 8:30						
8:30 – 9:00						
9:00 – 9:30						
9:30 – 10:00						
10:00 – 10:30						
10:30 – 11:00						
11:00 – 11:30						
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3:30 – 4:00						
4:00 – 4:30						
4:30 – 5:00						
5:00 – 5:30						
5:30 – 6:00						
6:00 – 6:30						
6:30 – 7:00						
7:30 – 8:00						
8:00 – 8:30						

***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

# 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:** \_\_\_\_\_

## **Faculty Member:**

The student presenting you with this form is applying to become a student tutor. The Integrated Learning Center staff would be very appreciative if you could take a moment to explain why you think that he/she would make a good tutor. *\*Applicants are required to have passed the courses they wish to tutor with the minimum of a high "B" grade.*

Should you have any questions regarding tutoring or this form, please call us at 575-6460 (East) or 575-7766 on West Campus.

Thank you!