



**FOR OFFICE USE ONLY:**

Date Submitted: \_\_\_\_\_  
Application Status: \_\_\_\_\_  
Interviewed: \_\_\_\_\_  
Hired: \_\_\_\_\_  
Deferred: \_\_\_\_\_  
Declined: \_\_\_\_\_

**Educational Resource Center  
Tutorial Center  
Tutor Employment Application**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Last First

Current/Local Address: \_\_\_\_\_  
Street/Residence Hall Apt/Room # ZIP

Permanent Address: \_\_\_\_\_  
Street Apt. #  
\_\_\_\_\_  
City State ZIP

Cell Phone: (\_\_\_\_) \_\_\_\_\_ Local Phone: (\_\_\_\_) \_\_\_\_\_.

Email Address: Personal \_\_\_\_\_ Pacific: \_\_\_\_\_

- *Please print your email address neatly. Email communication will be the most common form of communication that the Tutorial Coordinator uses to reach you. Therefore, you must have an email account that you check regularly. We ask that you provide your private account (hotmail, yahoo, etc.) as well as the e-mail account that Pacific automatically sets up for every student. Please star your preferred account.*

School/Major: \_\_\_\_\_ Major: \_\_\_\_\_

Classification (check one): Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_

- Do you have, or are you eligible for, FEDERAL WORK STUDY? YES NO
- Have you worked for the Tutorial Center before? YES NO
- If yes, when, for how long, and in what capacity? \_\_\_\_\_

List in **2-4 hour blocks of time** the hours you would be available to work. You must have **between 3 and 10 hours a week** open. (The center's hours are indicated next to the day.)

Monday (8:30am-9pm)	Tuesday (8:30am-9pm)	Wednesday (8:30am-9pm)	Thursday (8:30am-9pm)	Friday (8:30am-5pm)	Sunday (4:00pm-9pm)

Previous Work Experience:

Dates of Employment	Employer	Job Title	Responsibilities

Please list the courses you are interested in tutoring:

Course Title and Number	Grade received in course ( <i>must be B+ or higher</i> )	Instructor	Semester and Year Course Was Taken

**Requirements:**

1. You must have completed the relevant course(s) with a **grade of B+ or higher**.
2. You must provide proof of your performance by either **an unofficial transcript (available at [mypacific.uop.edu](http://mypacific.uop.edu))** or, in the case of courses that you are currently completing, a signed letter from the professor of record and recommendation for the course.
3. If you wish to tutor **multiple** subjects/courses, you must provide an unofficial copy of your transcript showing you achieved the appropriate grades for **each** of those classes.
4. *If you are applying to be a writing tutor or a Pacific Seminar tutor, you must submit two writing samples with your application and complete an interview with the Coordinator of Writing Assessment—the Tutorial Coordinator will assist you in arranging this interview.*
5. Because the ERC’s Tutorial Program is certified by the College Reading and Learning Association (CRLA), all tutors must have successfully completed or plan to enroll in the **one (1) unit READ 93: Special Topics in Learning Strategies course within two semesters of being hired**. This primarily web-based course focuses on the fundamental principles of tutoring. In order to continue employment, a tutor must complete the six-week training course with a grade of B+ or higher. *Failure to complete this course within one year of your initial hire date may result in discontinuation of your employment.*
6. Please submit completed applications to the ERC Tutorial Program in Bannister Hall—Room 106. The Tutorial Coordinator will contact you directly to schedule an interview.

Your signature below indicates you have read and understood the application/employment requirements:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

