

Mt. San Antonio College
The Writing Center
Tutor Application

Section I: Personal Information

Last Name:	First Name:	M.I.:	Date of Application:	OFFICE USE - Date Rec'd:
Address:			Email:	
City/State/Zip:			Telephone: ())	
Student ID Number:			Best hours to call:	
Are you related to any employee of the college? <input type="checkbox"/> No <input type="checkbox"/> Yes, name: _____			Other Telephone: ())	
Are you currently a Mt. SAC student taking six or more units?			Best hours to call:	
			Have you applied to be a tutor before? <input type="checkbox"/> No <input type="checkbox"/> Yes	
			Month/Year (or semester): _____	

Section II: Work Experience

<i>Please list most recent employment first.</i>	
Company Name:	Job Title:
Address:	Supervisor's Name:
City/State/Zip:	Telephone:
Duration of employment: Start Date _____	End Date _____
Reason for leaving:	
Company Name:	Job Title:
Address:	Supervisor's Name:
City/State/Zip:	Telephone:
Duration of employment: Start Date _____	End Date _____
Reason for leaving:	
Please list any additional experience, training, and/or other facts that you believe are relevant to this position:	

Section III: Education

Please check the highest level of education completed: <input type="checkbox"/> High School <input type="checkbox"/> Some College <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Some graduate work <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctorate Degree <input type="checkbox"/> Other degree(s): _____
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Section IV: Required Supporting Documents

<p>The following documents are required for consideration in addition to your application:</p> <ul style="list-style-type: none"> ✓ Your requested work schedule ✓ Two email recommendations from professors sent to dcharbonneau@mtsac.edu. Please enter the name of your recommenders here: <p style="margin-left: 40px;">a. _____ b. _____</p>

Section V: Additional Questions

1. Please describe your previous experience as a tutor, whether voluntary or paid. Tell us the number of students you worked with, the age of your students, the subject(s) you tutored, the duration of the tutoring experience, what you did in your tutoring sessions, and how you felt about your tutoring experience.
2. Have you been tutored yourself? Describe your experience as a tutee. What are the three qualities of an effective tutor?
3. How comfortable are you helping students working at a computer? How comfortable are you answering basic technical/computer questions?

4. Do you hold other jobs? Yes No. If yes, how many hours do you work per week: _____
5. Are you involved in (please check all that apply): Athletics: _____
 Associated Students Campus Club: _____
 Off-campus club/organization: _____

The information provided in my application for employment is true and complete. I understand that if I am employed, any false statements on the application and any supporting documents will be considered sufficient cause for dismissal.

Applicant's Signature/Date

Return this completed application packet to

***The Writing Center
Building 26B, Room 1561A***

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

It is the policy of Mt. San Antonio College to provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics."

Mt. San Antonio College is an Equal Opportunity Employer.