



**Southwestern College
Learning Assistance Services,
Power Study
& STARS**



**Tutor Application Packet
Prepared by
John Rieder, LAS Coordinator
Elizabeth Kozel, District Tutorial
Coordinator**

Directions for Completion of the LAS Tutor Application Forms

Complete all forms included in this application packet as explained below. If you need assistance, please contact any of our Learning Assistance Services - Learning Assistance Services staff. We will be glad to help you.

- ➞ **Page 5:** LAS Job Descriptions levels I—III.
- ➞ **Page 7** Complete all sections. Currently, LAS work hours are 7:00 a.m. to 8:00 p.m., Monday through Thursday; Friday; 7:00 a.m. – 2:00 p.m., Saturday and Sundays closed. Times may vary depending upon the location of employment and LAS funding.
- ➞ **Page 8:** Read, complete and sign Tutor Training Agreement.
- ➞ **Page 9:** Complete ITC inventory skills.
- ➞ **Page 11:** Complete sections for tutoring and work experience.
- ➞ **Pages 12-14:** Read the LAS Tutor Contract thoroughly. Your signature indicates that you are in agreement with the conditions of employment and understand that you will be held responsible for meeting these requirements.
- ➞ **Pages 15-17:** Obtain written recommendations from SWC instructors for courses that you wish to tutor. Have the instructors specifically state which courses they are recommending you for. Request additional forms if you need them from the LAS Office, 420-M. If instructors are not SWC faculty members, include their recommendation letter(s) and a copy of your transcript from the institution where the class was taken.
- ➞ **Page 18:** Complete all requested information.
- ➞ **Page 19:**
 - Column 1—Course: List each course that you wish to tutor.
 - Column 2—Instructor: Name the instructor who taught the class. If you did not take the course at Southwestern College, you must still write the name of the instructor and note the college or university where the course was taken. Recommendations from all listed instructors are required.
 - Column 3—Grade: Write the grade that you received in that course.
 - Do not write anything in the shaded column.
- ➞ **Page 20:** Respond to each topic clearly and thoughtfully. Neatness, completeness of thought, and accuracy are of importance in the evaluation of your candidacy.
- ➞ **Page 21:** Hire process instructions.



- **Essay:** Write a 1 ½ - 2 page (doubled-spaced) essay on why you would like to be a SWC tutor, your interest in working with SWC students or why you enjoy tutoring if you've had previous tutorial experience. Format: double-spaced, size 12 font
- **Transcript:** Please provide us with an unofficial transcript obtained through Web Advisor.

Submission of Application Packet:

- **Bring the completed application, essay, and any other related paperwork to the Learning Assistance Services(LAS) office, 420 or email completed packet to ekozel@swccd.edu .** Applications for open positions are considered in the order in which they are received.
- Remember to provide a copy of your most recent academic transcript from SWC or last college or university.
- Submission of the Learning Assistance Services (LAS) Tutor Employment Application does not guarantee employment with the SWC Learning Assistance Services Program.

Important Information Regarding Tutorial Positions:

The Learning Assistance Services program has three levels of tutorial positions in the Academic Success Center, in other centers or labs on campus, and at our satellites Higher Education Centers in National City, Otay Mesa and San Ysidro.

1. If you are hired as a Level I tutor through Student Employment Services (SES), you must be enrolled at Southwestern College (SWC) with a minimum of six (**6**) units in both the Fall and Spring semesters, and as well in the Summer session. If you fall below the six-unit requirement at any given time, your employment may be terminated. Level I tutors are paid \$11.00/hour.
2. Level II and III tutors do not need to be enrolled at SWC and are hired as hourly employees. All hourly employees must be approved by the SWC Governing Board. If hiring paperwork is incomplete, including TB test results, or has not been approved by the Human Resources office, you will not be scheduled to work. Level II and III are paid \$12.00--\$18.00 p/hour. Power Study program tutors are paid \$13.50--\$25.00 p/hour.
3. Verification of employment will be through the receipt of written confirmation from the LAS. No other form of employment is valid, with the exception of the MESA program.
4. Tutors are hired on a semester-to-semester basis. New contracts are signed each year. If you are not hired for a given semester, we will keep your application on file for one semester. We occasionally have vacancies during the semester. At the end of the semester, all applications must be renewed. Assignments are temporary in nature and there is no guarantee of continued employment.
5. Rehire of level I tutors is based upon successful completion of the ED 100 tutor training course and satisfactory evaluations. Rehire of level II and III tutors is based on satisfactory student, peer and supervisor evaluations.



6. All level I and II tutors are CRLA (College Reading and Learning Association) certified upon completing ED 100 (level I) or ED 101 (level II) training courses.

We look forward to welcoming you to our staff of highly qualified CRLA certificated tutors!

LAS Job Descriptions

Terms of Employment: Part-time hourly position; approval by SWC Governing Board required.

Position Requirements:

Level I

- Applicants must turn in a completed Tutor Application to the Academic Success Center, including a written recommendation from a SWC faculty member in the subject area in which they desire to tutor.
- Applicants not attending SWC must submit a written recommendation from a faculty member or equivalent resource personnel.
- Applicants must maintain an overall GPA of 3.0 or better and have a grade of 'A' in the subject(s) they tutor.
- Upon hire, tutors must complete Title V mandated Level 1 tutor training course.
- Successfully complete 2- unit tutor training course ED 100.

Level II

- Level I requirements listed above
- Applicants must complete SWC tutor training ED 100 and either ED 101 or ED 102.
- Level 2 tutors must have at least 1 1/2 years of prior tutoring experience or equivalent.
- Applicants with advanced degrees may begin employment as a Level 2 tutor.

Level III

- Level I and II requirements listed above
- Applicants must complete SWC tutor training ED 100 and either ED 101 or ED 102.
- Level 3 tutors must have at least 3 years of prior tutoring experience or equivalent.
- Applicants with advanced degrees may begin employment as a Level 3 tutor.

Knowledge and Abilities:

- Demonstrate effective written and spoken communication skills
- Work effectively with individuals in one-to-one, open-lab, and group settings
- Show awareness of and sensitivity to cultural diversity
- Follow stated policies and procedures
- Complete all required paperwork, especially Tutor Diary entries for students served.
- Show ability to establish and maintain cooperative and effective relationships with students, faculty, and staff
- Ability to maintain confidentiality
- Show awareness of and sensitivity to cultural diversity

Duties:

- Assist students by providing academic support in assigned subject areas following the 12-Step Tutor Cycle. Focus is on assisting students to become independent learners.
- Individual tutorial sites may assign other duties to tutors when they are not working with tutees. However, these tasks are secondary to providing students with academic support, must be reasonable, and cannot include grading of student work.

Level II

- Level I duties listed above
- Work with Level 3 tutor to schedule and assist with study groups for special populations or specific disciplines or courses.
- Assist with discipline workshops as needed.



- Individual tutorial centers may assign other duties to tutors when they are not working with tutees. However, these tasks are secondary to providing students with academic support, must be reasonable, and cannot include grading of student work.

Level III

- Level I and II duties listed above
- Mentor Level I and II tutors. Assist with questions regarding LAS tutoring methodologies and best practices that entry level tutors may inquire about.
- Assist Discipline Coordinator(s) with special projects related to tutoring in assigned content area(s).
- Record all important occurrences at tutorial lab/centers and inform the LAS Coordinator of these incidents as necessary
- Explain and enforce all aspects of LAS policies and regulations to SWC staff, students, faculty and community members
- Participate in various meetings with the LAS and work site staff
- Individual tutorial centers may assign other duties to tutors when they are not working with tutees. However, these tasks are secondary to providing students with academic support and must be reasonable, and cannot include grading of student work.

Salary: Level I—III tutors = \$12.00--\$18.00 an hour

Work Schedules: Day and hourly assignments will vary and are established by the LAS/District Tutorial Coordinator and discipline faculty coordinator. Starting dates are the second week of the semester or as funding is made available.

Application Deadline:

- Open until filled
- Submit Tutor Application to the District Tutorial Coordinator
Southwestern College
Attn: Elizabeth Kozel, Academic Success Center
900 Otay Lakes Road
Chula Vista, CA 91910
ekozel@swc.cc.ca.us

Work Related Information *(please print clearly)*

Date				
Applying for	Fall <input type="checkbox"/>	Spring <input type="checkbox"/>	Summer <input type="checkbox"/>	Year
Name				7 Digit SWC #
Address				
City			Zip Code	
Home Phone			Cell Phone	
CA Driver's License #				
Email address <i>(please print clearly)</i>				
Overall GPA	GPA in Major		Major	
Are you a current SWC student?	Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, number of units?	

Available Work Hours

Times when you are available to tutor (Example: Friday 8:00-9:00 a.m. and 1:00-2:30 p.m.)

Monday	Tuesday
Wednesday	Thursday
Saturday	Sunday

Do you possess any of the following? Please state discipline of degree and year obtained.

AA Degree Discipline	College	Year
Bachelor's Degree Discipline	University	Year
Master's Degree Discipline	University	Year
Certificates:		
Other:		

Are you a VISA Student? Yes ☐ No ☐ If yes, what type of VISA?

Are you fluent in any languages other than English? (Please specify)

	Beginning <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>	Expert <input type="checkbox"/>
	Beginning <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>	Expert <input type="checkbox"/>
	Beginning <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>	Expert <input type="checkbox"/>

Tutor Training Agreement

I, _____, understand that I am obligated to complete **ED 100** (Admissions enrollment) with a passing grade, either before or concurrent to my first semester of tutoring. If I fail to pass and/or complete ED 100 the first time, I will be able to retake it once more—NOT CONCURRENTLY. If I do not complete/pass the tutor training course the second time I will not be eligible to tutor for the Learning Assistance Services Program at Southwestern College.

ED 100 is a two-unit, six weeks, hybrid class that is conducted mostly via online learning but has **three mandatory** face-to-face meetings. This course “introduces effective tutoring principals and strategies, includes guidelines for tutoring: how to plan, conduct and evaluate productive tutoring sessions; components of effective intercultural tutoring; and strategies to facilitate student independence in learning.” (SWC course catalogue.)

I also understand that my overall GPA, as well as my GPA in my major must be, and remain, at or above 3.0 in order for me to begin/continue tutoring.

I have/will register for this course number:

Section:

Signature:	Date:
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ITC Skills Inventory

Directions: Complete the following skills inventory by rating your skills and knowledge of the following programs/courses. Please mark a response (X) for every course listed. Where appropriate, please list specific application and version used.

Software Program	No Experience	Some familiarity	Minimal preparation needed to instruct	Very knowledgeable Ready to instruct now
Course Management Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blackboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Etudes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WebCT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GRAPHICS/ANIMATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digital Camera Basics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Illustrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photoshop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scanning Graphics/Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTERNET	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email attachments, understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Searching the Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet Basics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Software Program	No Experience	Some familiarity	Minimal preparation needed to instruct	Very knowledgeable Ready to instruct now
OFFICE APPLICATIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access (database)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel (spreadsheet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PowerPoint (electronic presentations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Software Program	No Experience	Some familiarity	Minimal preparation needed to instruct	Very knowledgeable Ready to instruct now
Word (word processing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEB DESIGN				
Dreamweaver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FrontPage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list any other relevant knowledge or experience with computers or supervising a computer laboratory:

Tutoring Experience

Please list all formal and informal tutoring and other related work or leadership experience.

Dates	Position/Description of Duties	Supervisor's name and Phone

Employment Experience

Please list all previous employment experience.

	Employer 1	Employer 2	Employer 3
Start/End Dates			
Employer			
Supervisor Name			
Supervisor Telephone Number			
Reason for Leaving			
Job Title			
Brief Responsibilities			

LAS Tutor Contract

Name _____ Date _____

Job Requirements

- ❖ I understand that to be a tutor I must maintain an overall G.P.A. of 3.0 or above.
- ❖ I will abide by all SWC policies and procedures.
- ❖ I will abide by all LAS and discipline-specific procedures and guidelines.
- ❖ I will abide by the Tutor Code of Ethics as stated in the LAS Tutor Manual.
- ❖ I will abide by the Employment Expectations as stated in the LAS Tutor Manual.

Employment Training

- ❖ I understand that to be eligible to work as a tutor and be rehired for subsequent semesters I must complete the two-unit, six-week online training course: ED 100—Tutor Training: Level I; if not, I will be dismissed from the LAS tutorial program.
- ❖ I will purchase the textbook, *The Master Tutor*, before the course begins.
- ❖ I know that this course has two on-campus meetings, and if I have an unavoidable conflict I will contact the course instructor well before the class begins.
- ❖ I understand that I must complete the Level I course in which I enroll.
 - ✓ I agree to arrive on time, to be prepared, and to participate in all training activities.
 - ✓ I will contact the ED 100 instructor and LAS Coordinator, 420-N x6579, well before the course begins about any concerns I have regarding employment training.
 - ✓ I understand that I may need to complete on-going discipline-specific tutor training and, if so, that I will follow the requirements established by my discipline supervisor.

Job Responsibilities and Professionalism¹

- ❖ I understand that it is my responsibility to accurately complete and turn in all required paperwork in a timely manner, including weekly tutor diaries, and that if my tutor diaries are late my paycheck will be delayed.
- ❖ I will arrive on time for work-related assignments, classroom visitations, and scheduled work hours.
- ❖ Breaks
 - ✓ I will take my breaks, whenever possible, when the center is least busy and will not exceed the maximum time allotted: work **4 hrs. = 15"** paid break; **4.5+ hrs. = 30"** unpaid lunch; **5 hrs. = 30"** unpaid lunch plus one **15"** paid break; **8 hrs. = 30"** unpaid lunch **plus two 15"** paid breaks.
 - ✓ In case of a shift lasting **4.5 to 6 hours**, an employee may voluntarily forgo their **½ hour unpaid brake** if there is a signed statement by the employee on file.

¹ Refer to LAS Policies and Procedures: Tutor Role, Goals, Responsibilities, Code of Conduct
EKrevJuly2015;revJan2017;revMar2017_LAS Tutor Application

- ✓ A shift greater than **6 hours** requires a **½-hour unpaid break**.
 - ✓ Breaks should not be combined with other breaks and/or lunches.
 - ✓ Brakes cannot be taken at the very beginning or very end of a shift.
-
- ❖ I will conduct classroom visitations (days and times to be arranged).
 - ❖ I will accurately record and not exceed my budgeted number of work hours except with written permission from my area supervisor and District Tutorial Coordinator.
 - ❖ I must sign my timesheets before the end of each pay period.
 - ❖ I will report any problems arising from the day-to-day operations within the assigned work area to the appropriate personnel.
 - ❖ I will take responsibility to assure that daily operations of the center proceed smoothly.
 - ❖ I understand that my employment with Learning Assistance Services will be terminated if I fail to keep my appointments, if I am not present during my assigned times, if I do not notify my area supervisor and District Tutorial Coordinator of absences, or if I am excessively late/absent.
 - ❖ I will perform other reasonable duties assigned by the LAS staff or designee.
 - ❖ I am expected to maintain confidentiality with all records pertaining to students I assist, recordkeeping and tracking.

Tutor Responsibilities

- ❖ I will maintain currency in the subject areas I tutor, as well as principles and strategies related to facilitating the learning process.
- ❖ I will maintain confidentiality and not discuss either the content or the quality of a tutee's work or personal information shared with me by my tutees.
- ❖ I will be sensitive to and respectful of the diversity and socio-economic status of my tutees.
- ❖ I will use appropriate communication skills, e.g., volume and tone of voice; eye contact; clarity of vocal delivery; appropriate vocabulary; academic level of spoken and written communication.
- ❖ I will provide a safe learning environment and maintain professional boundaries between my tutee and myself.
- ❖ I will build rapport with my tutees and attempt to broaden their comfort zone within the tutoring session.
- ❖ I will focus on my tutees' academic concerns and needs and refer students to other available student services for matters outside academic tutoring.
- ❖ I will base my tutoring sessions on The 12-Step Tutoring Cycle to maximize student learning to make the most effective use of my time with my tutee.
- ❖ I will facilitate understanding through the use of active learning strategies to help my tutee become more competent in the subject and thus more self-reliant.
- ❖ I will emphasize to my tutee that learning how to learn is much more important than the provision of answers to procure an elevated grade on any given assignment.



- ❖ I will encourage my tutee to become an active learner by not dominating the tutorial but rather modeling appropriate study strategies and brainstorming for solutions to questions.
- ❖ I will model the behavior of a successful student, demonstrating skills such as time management, effective listening, use of productive reading strategies, questioning, note-taking, and test-taking.
- ❖ I will support the student's instructor and further the learning task the instructor has set in motion.
- ❖ I will contact my tutees' instructors for clarification of assignment requirements, if necessary.
- ❖ I will seek to maintain a cooperative, harmonious relationship with my area supervisors, faculty members, peer tutors, and office personnel.

I fully understand the obligations and responsibilities required of a tutor with the Southwestern College Learning Assistance Services and agree to all employment conditions.

Tutor's Signature

Date

District Tutorial Coordinator's Signature

Date

Instructor Recommendation Form

Please print clearly

Date	
Student Name (Applicant)	
Instructor Name Recommending Student:	
SWC Ext.:	Telephone:
Department/School	

From: Elizabeth Kozel, District Tutorial Coordinator, LAS

Subject: Verification of Subject Area Competence of LAS Tutor Applicant

Learning Assistance Services policy requires that candidates for tutorial positions demonstrate academic competence in the subject area they wish to tutor by having received a grade of "B" or above. A SWC faculty member in this discipline must recommend tutors for employment.

You can assist us by completing the information below and returning it to the LAS Office, 420-M, at your earliest convenience or submit an electronic recommendation to ekozel@swccd.edu.

As always, I am available at extension 5373 should you have any questions, concerns, or comments. Thank you for your assistance and continued support of LAS.

Subject: Student Recommendation for Employment as an LAS Tutor

Student's Name:	
Course(s):	

<input type="checkbox"/>	I endorse this student to tutor the above subject(s).
<input type="checkbox"/>	I do not endorse this student to tutor the above subject(s).
<input type="checkbox"/>	I wish to further discuss this recommendation. Please contact me.

Comments:

Instructor's Signature

Date

Instructor Recommendation Form

Please print clearly

Date	
Student Name (Applicant)	
Instructor Name Recommending Student:	
SWC Ext.:	Telephone:
Department/School	

From: Elizabeth Kozel, District Tutorial Coordinator, LAS

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As always, I am available at extension 5373 should you have any questions, concerns, or comments. Thank you for your assistance and continued support of LAS.

Subject: Student Recommendation for Employment as an LAS Tutor

Student's Name:	
Course(s):	

<input type="checkbox"/>	I endorse this student to tutor the above subject(s).
<input type="checkbox"/>	I do not endorse this student to tutor the above subject(s).
<input type="checkbox"/>	I wish to further discuss this recommendation. Please contact me.

Comments:

Instructor's Signature

Date

Instructor Recommendation Form

Please print clearly

Date	
Instructor Name Recommending Student:	
SWC Ext.:	Telephone:
Instructor Name Recommending Student:	
Department/School	

From: Elizabeth Kozel, District Tutorial Coordinator, LAS

Subject: Verification of Subject Area Competence of LAS Tutor Applicant

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You can assist us by completing the information below and returning it to the LAS Office, 420-M, at your earliest convenience or submit an electronic recommendation to ekozel@swccd.edu.

As always, I am available at extension 5373 should you have any questions, concerns, or comments. Thank you for your assistance and continued support of LAS.

Subject: Student Recommendation for Employment as an LAS Tutor

Student's Name:	
Course(s):	

<input type="checkbox"/>	I endorse this student to tutor the above subject(s).
<input type="checkbox"/>	I do not endorse this student to tutor the above subject(s).
<input type="checkbox"/>	I wish to further discuss this recommendation. Please contact me.

Comments:

Instructor's Signature

Date

Survey for Future Availability for Tutoring Employment

To: All New and Returning Tutors

From: Elizabeth Kozel, District Tutorial Coordinator, LAS

In order to plan for the up-coming semesters, the following information is needed. Please complete the form below and return it to the LAS office, as soon as possible.

Tutors will be selected for future positions based upon the courses being offered and funding. Even if you are not currently working with the LAS, you may be considered for future employment. Future employment is based upon satisfactory evaluations and available funding; employment with LAS is not guaranteed.

Please remember that Level I SES hire positions require that you be enrolled in at least six (6) units for both the Spring and Fall semesters as well as the Summer sessions.

Name:	Date:
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❖ I am applying to tutor for the following semester(s) (please check):

Spring <input type="checkbox"/>	Summer <input type="checkbox"/>	Fall <input type="checkbox"/>
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❖ I would prefer to tutor the following number of hours (please check):

Spring <input type="checkbox"/>	Summer <input type="checkbox"/>	Fall <input type="checkbox"/>
Hours:	Hours:	Hours:

❖ I will not be available to tutor in the future starting on _____ for the following reason (please check):

Transfer <input type="checkbox"/>	Resign <input type="checkbox"/>	Other <input type="checkbox"/>
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❖ I would like to tutor the following subjects.

LAS Tutor Applicant Worksheet

Name:	Date:
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Please print.

Course	Grade Received	Instructor Name	SWC Instructor	Other College (College Name)

For Office Use Only

Date Called	Instructor's Phone	Confirmation	Comments

LAS Tutor Applicant Biography Form

Please take the time to complete the following form, responding with complete sentences. Should you have any questions, please contact Elizabeth Kozel at ext. 5373. Thank you.

Current Educational Status:

Educational Goals:

Career Goals:

Completed College Level Courses:

Previous or Current Tutoring Experience:

About Me:

Hire Process

Should you be selected to work for the LAS program you will be hired as a student worker under Student Employment Services (SES) or as an hourly employee through Human Resources (HR). **SES hires have a max 20 hours work week allowance for all work assignments. Hourly hires have a 25 hours per week limit for all work assignments.**

SES Hires

Call Student Employment Services (SES) office, 421-6700 x5389 S208, and schedule an appointment with Mr. Sergio Soriano, One Stop Cesar Chavez building, S208. **You must take the LAS-SES check off list to the appointment so it can be signed off by SES staff. You will need to bring this from back to the LAS office.**

- Bring a picture ID and your Social Security card to the appointment
- You must be enrolled and complete a minimum of 6 units each semester and summer session. If you drop below 6 units you must notify the District Tutorial Coordinator immediately so you can be switch to hourly employment. **Students below 6 unit enrollment will be terminated by SES.**
- After you have signed the SES forms, bring your clearance work sheet and timesheet to the LAS and give it to Maria Esquivel, 420K. Maria is available Monday—Thursday from 10:00 a.m. to 5:30 p.m., and Friday from 10:00 a.m. to 2:00 p.m. If Maria is not available, any of the other front counter clerks can assist you. Please ensure the weekly tutor diary process is explained to you and well as where the forms are located for your future use.

HR Hires

Call SWC Human Resources office, 421-6700 x 6331 and schedule an appointment with Cynthia Carreño, room 1670. **You must take the LAS-HR check off list to the appointment so it can be signed off by HR staff. You will need to bring this from back to the LAS office.**

- You must download and complete the Human Resources hiring packet and bring these forms when you see Cynthia. The forms are found on the SWC website, Human Resources, New Hire Packet <http://www.swccd.edu/index.aspx?page=669>
- Complete a TB test; the test can be administered by the SWC Campus Nurse, Health Services room 601F, ext. 6354 or 5350
- Bring a picture ID, completed and signed forms and your Social Security card to the HR appointment
- After your HR process, come to the LAS and ask for Maria Esquivel, 420K. Let her know you are a new hire. Maria is available Monday—Thursday from 10:00 a.m. to 5:30 p.m., and Friday from 10:00 a.m. to 2:00 p.m. If Maria is not here, any of the other front counter clerks can assist you. Please ensure the weekly tutor diary process is explained to you and well as where the forms are located for your future use.

Office use only
Do not write below

GPA Verification completed on:	
Hours per week assigned:	
Tutor Box #:	
Trained on SARS/SWC App on/by:	

Work Location	Work Schedule	Total Hours p/Week
1.		
2.		
3.		
4.		
5.		
6.		
7		

Notes or Comments:
