Thank you for your interest in being a tutor for Learning Assistance Services (LAS)!

Tutors play a crucial role in student success, serving as an ally, coach, and role model for their tutees. Tutoring can also benefit you, the tutor, by allowing you to gain depth in your subject area(s) and develop stronger interpersonal skills and strategies.

Here’s a checklist of everything you need in order to complete this application:

All applicants:

* Completed application form
* Resumé of your recent employment experience
* Unofficial academic transcripts from all accredited institutions attended
* Essay of approximately 500 words on one of three topics:
  + 1) why you would like to be an SWC tutor
  + 2) your interest in working with SWC students
  + 3) your future education goals and how tutoring will help you meet them

This essay needs to be typed, double-spaced, and should use a traditional 12-point font such as Helvetica or Times. Focus primarily on presenting your ideas clearly and concisely with a clear thesis and concrete details for support.

Current SWC students:

* 2 completed faculty recommendation forms, including at least one from the area you wish to tutor

All others:

* 2 recommendation forms from previous employers, instructors, or advisors

Submission of Application Packet:

* Email completed packet to SWC Tutor Application at [**ekozel@swccd.edu**](mailto:ekozel@swccd.edu)and [**SWCTutorApplications@swccd.edu**](mailto:SWCTutorApplications@swccd.edu). Applications for open positions are considered in the order in which they are received. Please ensure application document is saved in the following format before you email the application: last name\_firstname\_application; *sample*: Kessler\_Aurora\_Application
* Submission of this application does not guarantee employment with LAS.

If you have any questions, please contact Andrew C. Rempt at (619) 421-6700 (6579) or [arempt@swccd.edu](mailto:arempt@swccd.edu).

**Note: All hires must successfully complete Education 100, a 2-unit credit course, within the first year of employment to remain eligible.**

**LAS Application Form**

|  |  |
| --- | --- |
| **Name** | Enter name. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | Click here to enter a date. | | | | **SWC ID** | | | Click here to enter 7-digit ID if applicable. |
| **Applying for** | **Fall** | **Spring** | | | **Summer** | | | **Year** Enter Year. |
| **Address** | Enter address. | | | | | | | |
| **City** Enter city. | | | | | | **Zip Code** Enter zip code. | | |
| **Home Phone** Enter home phone. | | | | | | **Cell Phone** Enter cell phone. | | |
| **Email address** Enter email address. | | | | | | | | |
| **Overall SWC GPA** Enter GPA. | | | **SWC GPA in Major** Enter GPA | | | | **Major** Enter major. | |
| **SWC students only: complete the boxes immediately below** | | | | | | | | |
| **How Many units are your enrolled in?** | | | | Click or tap here to enter text. | | | | |

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

|  |  |  |
| --- | --- | --- |
| **AA Degree Yes No**  **Discipline**Click here to enter text. | **College** Enter college name. | **Year** Year. |
| **Bachelor’s Degree Yes No**  **Discipline**Click here to enter text. | **University** Enter University name. | **Year** Year. |
| **Master’s Degree Yes No**  **Discipline**Click here to enter text. | **University** Enter University name. | **Year** Year. |
| **Certificates** Click here to enter text. | | |
| **Other** Click here to enter text. | | |

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| **Are you fluent in any languages other than English? (Please specify)** |
| Click here to enter text.**Beginning Intermediate Advanced Expert** |
| Click here to enter text.**Beginning Intermediate Advanced Expert** |
| Click here to enter text.**Beginning Intermediate Advanced Expert** |

**Available Online work hours:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Available On-ground work hours:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**All tutors must be legally eligible to work in the United States.**

## Resumé

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

|  |  |  |
| --- | --- | --- |
| Dates | Position/Description of Duties | Supervisor’s Name and Phone |
| Click here to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. | Click here to enter text. |

## Recent Employment Experience

Please list your three most recent employment experiences.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Employer 1 | Employer 2 | Employer 3 |
| Start/End Dates | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Employer | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Supervisor Name | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Supervisor  Telephone Number | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Reason for Leaving | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Job Title | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Job Duties | Click here to enter text. | Click here to enter text. | Click here to enter text. |

## List SWC Courses You Can Tutor (please check SWC Cataloge for correct courses <https://www.swccd.edu/classes-and-registration/catalog/index.aspx> )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course | Grade Received | SWC Instructor Name | Other Instructor (non-SWC) | Other College  (College Name) |
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## Instructor Recommendation Form

|  |  |
| --- | --- |
| **Date** | Click here to enter a date. |
| **Student Name (Applicant)** | Enter student name. |
| **SWC extension** Enter SWC ext. | **Telephone** Enter telephone. |
| **Instructor Name Recommending Student** | Enter Instructor name. |
| **Department/School** | Enter School. |
| **Recommended courses for tutoring** | Click or tap here to enter text. |

**From:** Andrew Rempt, Learning Assistance Services Faculty Coordinator

**To:** Recommending instructor

Learning Assistance Services relies on faculty recommendations as a vital aspect of tutor applications. Our policy requires that candidates for tutorial positions demonstrate academic competence in the subject area by earning a final grade of “B” or above. Additionally, we rely on your assessment of an applicant’s emotional intelligence.

Tutors play a crucial role in student success, so please be thorough in completing this form.

On completion, please email this form as an attachment to [arempt@swccd.edu](mailto:arempt@swccd.edu).

As always, I am available at (619) 421-6700 (6579) and via email should you have any questions or concerns.

Thank you for your assistance and continued support.

**Course(s) and level(s) recommended for tutoring:** **Click here to enter text.**

|  |
| --- |
| **How has the student demonstrated leadership in the classroom? (helping others, taking initiative, asking questions)** Enter comments. |
| **What in particular would make the student a good tutor? (understanding of concepts, clarity, etc.)** Enter comments. |
| **How would you describe the student’s interpersonal skills? (How do they communicate with other students in the class?)** Enter comments. |

**Please evaluate the student on a scale of 1 to 5: 1, not at all; 2, somewhat; 3, average; 4, good; 5, absolutely.**

|  |  |
| --- | --- |
| Follows directions | 1☐ 2☐ 3☐ 4☐ 5☐ |
| Gets along well with others | **1 2 3 4 5** |
| Demonstrates dependability | **1 2 3 4 5** |
| Motivates self and others | **1 2 3 4 5** |
| Demonstrates responsibility | **1 2 3 4 5** |
| Strives for excellence | **1 2 3 4 5** |
| Arrives on time and completes tasks on time | **1 2 3 4 5** |
| Respects others | **1 2 3 4 5** |
| Practices inclusion | **1 2 3 4 5** |
| Demonstrates integrity and honesty | **1 2 3 4 5** |
| Respects self | **1 2 3 4 5** |
| Demonstrates awareness of personal space and boundaries | **1 2 3 4 5** |

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| **Please provide additional comments about the student that you would like to share.** Enter comments. |

**Instructor’s Signature Date**

## Professional Recommendation Form

|  |  |
| --- | --- |
| **Date** | Click here to enter a date. |
| **Name of Applicant** | Enter student name. |
| **Your Name** | Enter Instructor name. |
| **Email** | **Telephone** Enter telephone. |
| **Relation to Applicant.** Click here to enter text. | |

**From:** Andrew C. Rempt, Learning Assistance Services Faculty Coordinator

**To:** Recommending individual

Learning Assistance Services asks for personal recommendations for tutor applications to speak to the applicant’s traits. We look for applicants with high emotional intelligence, character, and dependability.

Tutors play a crucial role in student success, so please be thorough in completing this form.

On completion, please email this form as an attachment to [arempt@swccd.edu](mailto:arempt@swccd.edu).

I am available at (619) 421-6700 (6579) and via email should you have any questions or concerns.

Thank you for your assistance and continued support.

**Course(s) and level(s) recommended for tutoring:** Click here to enter text.

|  |
| --- |
| **How has the applicant demonstrated leadership? (helping others, taking initiative, asking questions)** Enter comments. |
| **What in particular would make the applicant a good tutor? (understanding of concepts, clarity, etc.)** Enter comments. |
| **How would you describe the applicant’s interpersonal skills? (How do they communicate with other students in the class?)** Enter comments. |

**Please evaluate the applicant on a scale of 1 to 5: 1, not at all; 2, somewhat; 3, average; 4, good; 5, absolutely.**

|  |  |
| --- | --- |
| Follows directions | 1☐ 2☐ 3☐ 4☐ 5☐ |
| Gets along well with others | **1 2 3 4 5** |
| Demonstrates dependability | **1 2 3 4 5** |
| Motivates self and others | **1 2 3 4 5** |
| Demonstrates responsibility | **1 2 3 4 5** |
| Strives for excellence | **1 2 3 4 5** |
| Arrives on time and completes tasks on time | **1 2 3 4 5** |
| Respects others | **1 2 3 4 5** |
| Practices inclusion | **1 2 3 4 5** |
| Demonstrates integrity and honesty | **1 2 3 4 5** |
| Respects self | **1 2 3 4 5** |
| Demonstrates awareness of personal space and boundaries | **1 2 3 4 5** |

|  |
| --- |
| **Please provide additional comments about the applicant that you would like to share.** Enter comments. |

**Signature Date**