

Application Requirements Checklist

<p>Make sure you have checked off each of these requirements before submitting your application. Incomplete applications will not be considered.</p>	
	<p>I understand that in compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the U.S. and to complete the required employment eligibility verification document(s), as necessary, upon hire.</p>
	<p>I have earned an A in the subject area(s) for which I am applying to tutor.</p>
	<p>I have earned a cumulative grade point average of 3.0.</p>
	<p>I have requested a faculty recommendation for each subject for which I am applying to tutor.</p>
	<p>I have attached a current resume.</p>
	<p>If offered a position, I will be available to attend training meetings as scheduled during the semester.</p>
	<p>I have completed a work availability form for the semester to which I am applying.</p>
	<p>CHC & SBVC Students: I have included an unofficial copy of my most recent transcript showing completed coursework and grades in the appropriate subjects.</p>
	<p>Non-CHC & SBVC Students: I have included an unofficial copy of my most recent transcript showing completed coursework and grades in the appropriate subjects from my college.</p>
	<p align="center">Submit completed application and required documents to: Student Success Center PS -121, Brianna Cunningham, bcunningham@valleycollege.edu (909) 384-8559</p>

Section I: Personal Information

Last Name	First Name	M.I.	SBVC Student I.D.#	OFFICE USE – Date Received
Address (Street / City / State / Zip Code)			Email	
			Cell Phone	Home Phone
Are you currently a student enrolled at an institution of higher education? Yes ___ No ___ Name of institution _____ How many units are you taking this semester? _____ How many units are you taking next semester? _____			Are you currently a student enrolled at SBVC who will be working in another area or dept. on campus? Yes ___ No ___ List area/department name _____ List number of hours per week _____	
Which position are you applying for? Tutor ___ Office Aide ___ Greeter ___				

Section II: Education

Name of Institution Attended	Course of Study	GPA	Units Completed	Degree/ Date Granted

Section III: Tutoring / Work Experience

Please provide your previous experience in **TUTORING**.

If no previous experience, please check here: _____

Subject Matter: _____ Educational Institution: _____ Dates: _____

Subject Matter: _____ Educational Institution: _____ Dates: _____

Subject Matter: _____ Educational Institution: _____ Dates: _____

Please provide your previous **WORK** experience.

If no previous experience, please check here: _____

Company Name: _____

Job Title: _____

Address: _____

Supervisor's Name: _____

City / State / Zip: _____

Telephone: _____

Start Date: _____ End Date: _____

Reason for leaving: _____

Company Name: _____

Job Title: _____

Address: _____

Supervisor's Name: _____

City / State / Zip: _____

Telephone: _____

Start Date: _____ End Date: _____

Reason for leaving: _____

Section IV: Work Availability

Name: _____ Contact Number: _____

Email: _____ Semester/Year: _____

Please list all the course names you can tutor (i.e., Chem-104, PHSIC-101, and MATH-108. Please DO NOT just put "biology and math"): _____

PUT AN X IN THE BOXES THAT YOU ARE AVAILABLE TO WORK:

	Monday	Tuesday	Wednesday	Thursday	Friday
8am – 9am					
9am – 10am					
10am – 11am					
11am – 12pm					
12pm – 1pm					
1pm – 2pm					
2pm – 3pm					
3pm – 4pm					
4pm – 5pm					
5pm – 6pm					
6pm – 7pm					
7pm – 8pm					

Section V: Tutoring Subject Request(s)

List the subject(s) below you would like to tutor:

Subject	Grade Earned	Instructor
<i>Example:</i> Math 102	A	Mayne

Section VI: Certification of Information

I certify that this information is correct to the best of my knowledge, and I understand that deliberate falsification of any misstatement, misrepresentation, or omissions of material facts may be cause for refusal of employment, or if employed, cause for dismissal.

Applicant's Signature / Date

Faculty Recommendation Form

This form must be completed by an instructor.

APPLICANT'S NAME: _____

SUBJECT APPLICANT IS INTERESTED IN TUTORING: _____

How long have you known the applicant and in what capacity?

Please rate the applicant for demonstrated excellence in the following areas. Check the appropriate box.

Evaluation Topic	Exceptional	Above Average	Average	Below Average	N/A
1. Ability to communicate with students					
2. Ability to communicate with faculty					
3. Classroom participation					
4. Critical thinking					
5. Diversity awareness					
6. Problem solving					
7. Reliability					
8. Study skills					
9. Knowledge of course material					

Do you believe this applicant is qualified to work as a Tutor at San Bernardino Valley College? Why?

INSTRUCTOR RECOMMENDATION INFORMATION:

Name: _____ Title: _____

Signature: _____ Date: _____

Please return this form in ONE of the following ways:

1. Return it in a sealed envelope to the applicant
2. Drop it off at the Front Desk in PS 121
3. Scan and email to bcunningham@valleycollege.edu
4. Send it via Inter-Office Mail to:
Student Success Center or Brianna Cunningham