



Math & Sciences Center Application for Tutoring Position

MINIMUM QUALIFICATIONS: Applicants MUST

- Be 18 years of age or older
- **Attach an unofficial copy of your transcript(s) with this application**
- Speak fluent English to be able to communicate with students
- Have completed Calculus I (Math 180)
(Preference given to candidates who have completed Statistics (Math 160))
- Have received an A or B in all Math classes up through Math 180
- Understand that upon being hired you will be required to complete the initial tutor training and are required to attend ongoing training workshops each semester

Date _____
Name _____ (Last) (First)
Mailing address: _____ (Street) (City) (Zip)
Home #: (_____) Cell #: (_____) _____
Email: _____
Name of College/University you attend: _____
Number of units you are taking: _____ Are you an International Student? (circle) Yes No

List the HIGHEST LEVEL COURSE that you feel qualified to tutor			
Subject	Course Name / Number	School	Semester / Year
Mathematics			
Physics			
Chemistry			
Are you comfortable tutoring statistics? (circle) Yes No			
Please list any degrees or certificates that you hold: _____			

How long do you plan to attend Grossmont College? _____

Please list any courses that you have taken that you would NOT feel comfortable tutoring for: _____

Please list the calculators you can use and assist students with. Also, indicate any that you can program:

List any languages other than English which you speak well enough to use with students: _____

Describe any previous tutoring experience: _____

Why would you like to become a tutor? _____

Indicate below the times you are available to tutor for the _____ (Semester) _____ (Year)

Monday	Tuesday	Wednesday	Thursday	Friday

RECOMMENDATIONS: Please list two Grossmont College instructors and the classes you took from them below as someone who would recommend you to be a tutor. These instructors should be relevant to the tutoring position you are seeking; for example, if applying to be a math tutor, the recommendation should be from a math instructor. Likewise, if applying to be a science tutor, the recommendation should be from a science instructor.

_____ (Print Instructor's Name) _____ (Course Taken)

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TUTOR TRAINING

All tutors are required to complete the online tutor training course during their first semester of tutoring. This requirement may be waived if the tutor has completed equivalent training or possesses a four-year degree. Statistics tutors may be required to refresh their knowledge by taking the online statistics course for tutors in addition to the tutor training course.

Please check the box below that applies to you:

- I agree to complete the online tutor training course
- I will provide proof of equivalent tutor training or proof of a four-year degree

Your signature below indicates that you are aware of the policy regarding tutor training and agree to comply.

ACADEMIC INTEGRITY

Tutors must have earned a grade of A or B in their primary subject of tutoring and must have no academic disciplinary action taken against them. **Your signature below indicates that you will provide the MSC with a copy of your transcripts and are willing to have your student records reviewed.**

CONFIDENTIALITY

All communications and records concerning an individual made or kept by the Math & Sciences Center (MSC) or in connection with Grossmont College are confidential and will not be open to examination for any purpose not directly connected with the function of the MSC. Any information obtained as a result of carrying out the duties of the MSC shall remain within the confines of the tutoring program. A breach of this confidentiality may cause termination of employment. **Your signature below indicates that you are aware of the policy regarding confidentiality and agree to comply with it.**

SEXUAL HARASSMENT

The Math & Sciences Center does not allow any form of sexual harassment by students or staff. Any unwelcome sexual advances, requests for favors, or any other verbal or physical conduct of a sexual nature, including written or visual contact with sexual overtones, that interferes with a person's educational or work performance creating an intimidating, hostile, or offensive environment constitutes sexual harassment. **Your signature below indicates that you are aware of the policy regarding sexual harassment and agree to comply with it.**

(Signature of prospective tutor)