



## Math Study 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

**To the tutor:** Please list two of your Grossmont College math instructors and the classes you took from them below as someone who would recommend you to be a tutor.

\_\_\_\_\_

(Print Instructor's Name)

\_\_\_\_\_

(Course Taken)

\_\_\_\_\_

(Print Instructor's Name)

\_\_\_\_\_

(Course Taken)

## 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 Math Study Center 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 Study Center or in connection with Grossmont College are be confidential and will not be open to examination for any purpose not directly connected with the function of the Math Study Center. Any information obtained as a result of carrying out the duties of the Math Study Center 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 Study 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.**

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(Signature of prospective tutor)