

**Bunker Hill Community College
Tutoring and Academic Support Center (TASC)
Employment Application**

Please note that when you are applying to be a peer tutor you must meet all of the following criteria:

1. Be at least a second semester student;
2. Have a B or better in classes you are interested in tutoring;
3. Have a cumulative GPA of 3.0 or higher;
4. Have two references;
5. Be in Good Academic Standing (must not be on probation/suspension)

Unofficial transcripts are required for those applicants who have already attained a degree. References should be provided from faculty at the institution where you earned your degree if you are a recent graduate.

All faculty recommendations should be submitted on the forms attached to the application. **Please note that applications will not be accepted without both reference sheets completed.**

Name: _____ Phone: _____

E-mail: _____ Student ID#: _____

Major: _____ Current GPA: _____

Position you are applying for:

Front Desk

Tutor Subject(s): _____

<p>1. Have you worked at BHCC before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which departments? _____ _____ _____</p>	<p>2. Have you applied for, or are you working in another BHCC department? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which department/s? _____ _____</p>
<p>3. Have you applied for Financial Aid? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you expect to receive work study? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>4. Are you an international student at BHCC? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you already have a social security card? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Educational Background

Note: Degrees received outside of the U.S. must include documentation that they are the equivalent to a U.S. Bachelor's or Master's Degree. Unofficial transcripts for degrees earned at U.S. institutions are required.

Please answer the following questions as briefly and as thoughtfully as possible:

1.) Why do you want to be a tutor/front desk greeter?

2.) What strengths, experiences and skills do you bring with you for the position that you are seeking?

3.) List the courses you have taken at BHCC or elsewhere that qualify you for the position that you are seeking (classes taken at other colleges require a transcript for verification).

Course Name and Number	Where taken	Year taken	Instructor	Final Grade

I have answered the above questions honestly. If hired as a TASC Employee, I agree to all terms outlined in the information and interview session. Please return to the TASC in E-174, or email to Tasc@bhcc.edu

Signature: _____ Date: _____

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Faculty Recommendation

One reference must be from a Professor in the subject matter that is desired to be tutored

PLEASE PRINT YOUR (student) NAME HERE: _____

PLEASE PRINT YOUR PROFESSOR'S NAME HERE: _____

I waive do not waive the right to view this doc

Student Signature

Date

TO BE FILLED OUT BY FACULTY

HOW LONG, AND IN WHAT CAPACITY HAVE YOU KNOWN THE APPLICANT?

BRIEFLY STATE WHY YOU FEEL THAT THIS CANDIDATE WOULD MAKE AN EXCELLENT BHCC TASC EMPLOYEE (Or if you prefer to give a verbal recommendation, please contact the TASC Coordinator)

(Please include such factors as the candidate's maturity level, their ability to handle stressful situations, reliability, organizational skills, inter/intrapersonal skills, and/or any other information which makes this student a viable and outstanding applicant.)

PROFESSOR'S SIGNATURE: _____ DATE: _____

Thank you for your time. Please return this to the student to include with their application. Please feel free to seal the recommendation in an envelope.

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Thank you for your time. Please return this to the student to include with their application. Please feel free to seal the recommendation in an envelope.

Please fill in the HOURS you are available to work. We offer both in-person and remote tutoring! (PLEASE NOTE: Consider all of your commitments outside of the TASC to prevent schedule changes.)

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____