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): _____________________________________________________________________________

<table>
<thead>
<tr>
<th>1. Have you worked at BHCC before?</th>
<th>2. Have you applied for, or are you working in another BHCC department?</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Yes  [ ] No</td>
<td>[ ] Yes  [ ] No</td>
</tr>
<tr>
<td>If yes, which departments?</td>
<td>If yes, which department/s?</td>
</tr>
<tr>
<td>___________________________________</td>
<td>___________________________________________________________</td>
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<tr>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Have you applied for Financial Aid?</th>
<th>4. Are you an international student at BHCC?</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Yes  [ ] No</td>
<td>[ ] Yes  [ ] No</td>
</tr>
<tr>
<td>If yes, do you expect to receive work study? [ ] Yes  [ ] No</td>
<td>If yes, do you already have a social security card? [ ] Yes  [ ] No</td>
</tr>
</tbody>
</table>
Educational Background

5. Are you a current BHCC Student?
   ☐ Yes ☐ No

6. Have you earned any degrees? (see note below) ☐ Yes ☐ No
   If yes, please list degrees.
   ___________________________________________________
   ___________________________________________________

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).

<table>
<thead>
<tr>
<th>Course Name and Number</th>
<th>Where taken</th>
<th>Year taken</th>
<th>Instructor</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>
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@gmail.com

Signature: ___________________________________________ Date: __________________________
Bunker Hill Community College
Tutoring and Academic Support Center Employment Application

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.)
______________________________________________________________________________
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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.
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.)

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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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New Tutor Subject & Schedule Form

(Please print clearly)

Name: ________________________________________________________________

Email Address: __________________________________________________________

Cell #: ________________________________________________________________

Are you enrolled in classes at BHCC? Yes _____ No _____

Please check off the courses you are eligible to tutor:

(If you do not see your course listed, please add the course number or description)

ACC 101  ____  BIO 105  ____  CHM 120  ____  ECO 201  ____  PSY 101  ____
ACC 102  ____  BIO 108  ____  CHM 121  ____  ECO 202  ____  Psychology (list course #)  ____
ACC 105  ____  BIO 115  ____  CHM 201  ____  ENG 111  ____  SOC 101  ____
ACC 201  ____  BIO 120  ____  CHM 202  ____  ENG 112  ____  Sociology (list course #)  ____
ACC 202  ____  BIO 195  ____  CHM 251  ____  Env. Sci. (list course #)  ____
ACC 203  ____  BIO 196  ____  CIT 110  ____
ACC 204  ____  BIO 203  ____  CIT 120  ____  NURSING (list course #)  ____

 BIO 204  ____  CIT 125  ____
 BIO 205  ____  CIT 225  ____
 BIO 207  ____  CIT 236  ____  PHY 201  ____
 BIO 208  ____  CIT 237  ____  PHY 202  ____
 BUS 101  ____  CIT 239  ____  PHY 251  ____
 BUS 201  ____  CIT 284  ____  PHY 252  ____

 CIT 285  ____  Physics (list course #)  ____

CMT (list course #)  ____

MAT 171  ____
MAT 172  ____
MAT 174  ____
MAT 181  ____
MAT 194  ____
MAT 197  ____
MAT 231  ____
MAT 281  ____
MAT 282  ____
MAT 283  ____
MAT 285  ____
MAT 291  ____
MAT (list course #)  ____
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: _______________________________________________________________