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.
Bunker Hill Community College
Tutoring and Academic Support Center Employment Application

Name: ___________________________ Phone: ______________________
E-mail: _________________________ Student ID#: ______________________
Major: __________________________ Current GPA: ______________________

Position you are applying for:
☐ Front Desk
☐ Tutor

Subject(s): _____________________________________________________________________________

1. Have you worked at BHCC before?
☐ Yes ☐ No
If yes, which departments? __________________
________________________________________
________________________________________

2. Have you applied for, or are you working in another BHCC department?
☐ Yes ☐ No
If yes, which department/s? __________________
__________________________________________________

3. Have you applied for Financial Aid?
☐ Yes ☐ No
If yes, do you expect to receive work study?
☐ Yes ☐ No

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?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________
________________________________________________________________________

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>
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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

Signature: __________________________ Date: __________________________
Faculty Recommendation

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

PLEASE PRINT YOUR NAME HERE: ___________________________________________________________

PLEASE PRINT YOUR PROFESSOR’S NAME HERE: ______________________________________________

I    □ waive □ do not waive the right to view this document

_________________________________________________________________________ ___________________________

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
(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.
Faculty Recommendation
*one reference must be from a Professor in the subject matter that is desired to be tutored*

PLEASE PRINT YOUR NAME HERE: ___________________________________________________________

PLEASE PRINT YOUR PROFESSOR’S NAME HERE: _____________________________________________

☐ I waive ☐ do not waive the right to view this document

_____________________________________________________________________________________

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
(Please include such factors as the candidate’s maturity level, their ability to handle stressful situations, reliability, organizational skills, inter/intraperonial 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.
New Tutor Subject & Schedule Form - Spring 2015

(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:

- ACC 101 __  CHEM 120 __  MAT 231 __  ENG 090 __
- ACC 102 __  CHEM 201 __  MAT 281 __  ENG 095 __
- ACC 201 __  CHEM 202 __  MAT 282 __  ENG 111 __
- ACC 202 __  CHEM 251 __  MAT 283 __  ENG 112 __
- ACC 203 __  CIT 110 __  MAT 285 __
- ACC 207 __  CIT 120 __  MIG __
- ACC 211 __  ECO 201 __  NUR 095 __
- BIO 101 __  ECO 202 __  NUR 100 __
- BIO 102 __  MAT 091 __  NUR 101 __
- BIO 108 __  MAT 092 __  NUR 111 __
- BIO 195 __  MAT 094 __  NUR 112 __
- BIO 196 __  MAT 181 __  PHY 201 __
- BIO 201 __  MAT 183 __  PHY 202 __
- BIO 202 __  MAT 192 __  PHY 251 __
- BIO 203 __  MAT 194 __  PHY 252 __
- BIO 204 __  MAT 197 __

Please fill in the HOURS you are available to work.  (PLEASE NOTE:  Consider all of your commitments outside of the TASC to prevent schedule changes.)

- Monday: __________________________________________________________________________
- Tuesday: __________________________________________________________________________
- Wednesday: _________________________________________________________________________
- Thursday: __________________________________________________________________________
- Friday: ______________________________________________________________________________
- Saturday: __________________________________________________________________________
- Sunday: ____________________________________________________________________________