

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

Bunker Hill Community College
Tutoring and Academic Support Center
Employment Application Spring 2017

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.**

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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

<p>5. Are you a current BHCC Student? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>6. Have you earned any degrees? (see note below) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list degrees. _____ _____</p>
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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?

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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

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 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.)

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 - 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: _____