



University of the Pacific
APPLICATION FOR STUDENT EMPLOYMENT

Received

CENTER FOR COMMUNITY INVOLVEMENT
New Employee Tutor Application

THE UNIVERSITY OF THE PACIFIC IS AN EQUAL OPPORTUNITY EMPLOYER

Application Instructions

The Center for Community Involvement (CCI) is currently offering paid tutoring positions of two types:

- Individual Tutor: One-on-One tutoring services provided at the CCI. Subjects and grade levels vary based on personal academic level and preference. Tutors must have good communication skills.
Community Tutor: Provides tutoring services for elementary (K-8) and high school students at an off-campus site. Must be able to provide transportation to the site or be willing to carpool with other tutors. Must be knowledgeable in basic math and/or reading as well as enjoy working with kids. Community Tutoring sites change each year.

Please complete this form to the best of your ability. We ask that you answer all questions in each section and check all boxes applicable. Pay special attention to the instructions in the "Schedule of Availability" section. This section will directly affect your eligibility for hire.

If you have not already, please submit your resume to us via TigerJobs. This is a University requirement and we cannot consider you for hire until you do so. We also consider your recent work history when screening your application, found on your resume.

The "Evaluation of Candidate" section must be completed by someone other than the applicant. This person can be a former employer, supervisor, advisor, mentor, RA, etc. The evaluation must be returned to the CCI before we can consider your application for employment.

We are excited about your interest in becoming a CCI employee. If there are any questions or concerns regarding our application, our positions available or our programs, please do not hesitate to contact us at (209) 946-2444 or via email at cci@pacific.edu.

PERSONAL DATA

NAME: Last First Middle Initial STUDENT ID #: must be a Pacific Student to be eligible for position
STOCKTON ADDRESS: Street Address City State Zip Code
PERMANENT ADDRESS: (if different) Street Address City State Zip Code
PRIMARY PHONE: ( ) [ ]CELL [ ]OTHER SECONDARY PHONE: ( ) [ ]CELL [ ]OTHER
E-MAIL ADDRESS (please provide the email address you check most regularly):

EDUCATION

Table with 4 columns: School, Major, Class Year (sophomore, etc.), Anticipated Graduation Date (Month/Year)



## Schedule of Availability

It is very important that you carefully follow the directions below for filling out this form. Filling it out incorrectly **may affect your potential for hire.**

**Step 1:** Please label all boxes of time during which you are unavailable.

**Term:** Spring 2017

(Example of Labels: *Class, Other Work*, etc. or *Unavailable* for unspecified)

*Note: The addition of class times, work shift times and meeting times is extremely helpful for us.*

**Step 2:** Place an "A" in *all* spaces during which you are available to work

***\*\*if you leave a space blank, we will assume you are available to work.***

Please DO NOT mark any shaded areas.

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday
8:00a-8:30a					
8:30a-9:00a					
9:00a-9:30a					
9:30a-10:00a					
10:00a-10:30a					
10:30a-11:00a					
11:00a-11:30a					
11:30a - 12:00p					
12:00p - 12:30p					
12:30p - 1:00p					
1:00p - 1:30p					
1:30p - 2:00p					
2:00p - 2:30p					
2:30p - 3:00p					
3:00p - 3:30p					
3:30p - 4:00p					
4:00p - 4:30p					
4:30p - 5:00p					
5:00p - 5:30p					
5:30p - 6:00p					
6:00p - 6:30p					
6:30p - 7:00p					
7:00p - 7:30p					
7:30p - 8:00p					

*Center for Community Involvement  
 Located at the Northeast Corner of Pacific & Knoles  
 209.946.2444 ~ CCI@pacific.edu*

Name: \_\_\_\_\_  
 ID #: \_\_\_\_\_  
 Hours Desired: \_\_\_\_\_/week  
 Primary Phone: \_\_\_\_\_

Date: \_\_\_\_\_  
 Year: FR SO JR SR  
 Secondary Phone: \_\_\_\_\_

Please indicate the subjects you feel comfortable tutoring. Please DO NOT circle items you are not comfortable tutoring:

**English:**

*Elementary* Spelling  
 Reading  
  
*Jr. H.S.* Reading Comprehension  
 Composition/Writing  
  
*High School* Literature  
 Comprehension  
 Composition

*College* Shakespeare  
 British Lit  
 Comprehension  
 Composition

**Math:**

Basic Arithmetic  
 Pre-Algebra  
 Algebra  
 Algebra II  
 Statistics  
 Geometry  
 Trigonometry  
 Pre-Calculus  
 Calculus  
 Calculus II

**Adult Learners:**

Are you comfortable tutoring adult learners?  
 Yes/No

**Foreign Languages:**

Language: \_\_\_\_\_  
 Level: \_\_\_\_\_  
 Language: \_\_\_\_\_  
 Level: \_\_\_\_\_

**Science:**

Earth Science  
 Biology  
 Chemistry  
 Physics

*College*

Biology  
 Chemistry  
 Physics  
 Organic Chemistry  
 Anatomy  
 Physiology

**Social Studies:**

*Elementary*

Early N. American

*Jr. H.S.*

U.S. History

*High School*

World History  
 European History  
 Government  
 U.S History  
 Psychology

*College*

Political Science  
 Social Justice  
 Sociology  
 Research Methods  
 Economics  
 Psychology

**Special Needs:**

Many guardians request tutors who are comfortable with or trained to work with students with ADD, ADHD, learning disabilities, or speech difficulties. Please indicate any experience in these areas.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

