



Common application for tutoring positions in the LSN



**BE Learning Center
Science & Math (SAM) Learning Center
TRiO Student Support Services (TRiO)
Information Technology / Business Technology Management (IT)**

For your application to be considered, you must submit the following:

- 1. Common Application.
- 2. Transcript (unofficial copy)
- 3. Tutor conduct contract (attached)
- 4. Copy of work-study award, if applicable.

* Social Security Card must be obtained prior to employment.

Application Date: _____

Quarter for which you are applying (check all that apply):

- Fall Winter Spring Summer

First, Last Name: _____ Phone: _____

Current Address: _____

SID# _____ Email Address: _____

Desired Employment Status: Non-student, Hourly Pay Volunteer

Student: Hourly pay Tutor for Credit Work-study award-- College: _____

Service Learning Other: _____

Check the site for which you are applying:.

(Referring Instructor: _____)

BE Learning Center: BE 2102
Submit complete application to BE 2102 or email to BELearning@seattlecolleges.edu

Trio: BE 1102
Submit application to BE 1102 or email to Somkhith.Chantriack@seattlecolleges.edu

Writing Center
Submit application to BE 4128 or email to MiSun.Bishop@seattlecolleges.edu

SAM Learning Center: SAM 100 (All levels Science and Math)
Submit application to SAM 100 or email SAMLearningSupport@seattlecolleges.edu

Math Path: SAM 102 (Pre-100 Math only)

Biology Open Lab

IT Tutoring
Submit complete application to BE 3176 or email to ITtutors.central@seattlecolleges.edu



Learning Center Conduct Contract

The Learning Support Network provides high quality academic support to Seattle Central's diverse student population in order to: improve comprehension, increase competence, instill confidence, and promote success. All tutors are expected to follow the guidelines below:

Tutor Conduct:

1. Be accessible to students who have come for assistance; do not socialize, surf the internet, or do homework while on duty.
2. Treat all students who enter the LSN with kindness and respect.
3. Be polite and use appropriate language when addressing students.
4. Respect the confidentiality of the student with whom you are working.
5. Never flirt or try to date a student who has come to the Learning Center for help.
6. If you find you cannot help a particular student, direct them to another tutor who can assist them, or refer them to the Coordinator.
7. Immediately refer any incidents of conflict, violent, or threat to the Coordinator.
8. Assist *only* with coursework, not application essays, personal statements, or take home exams or quizzes. *Only* the Writing Center helps with applications and personal statements.
9. Keep cell phones on silent when within the LSN, and do not accept or make calls while on duty.
10. Keep your voice to a minimum level to promote a calm, quiet learning environment.
11. Learn and follow the Policies of the Seattle Central LSN and the specific rules of the site in which you are tutoring.

“I have read and agree to the tutor conduct and the intent of the Seattle Central Learning Support Network.”

Tutor signature

Date

Name: _____

SID: _____



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Education and Training

Institution	Location	Major	Degree/Certification

Work Experience (Paid or Volunteer)

Employer		Dates
Company:	Title	From:
Supervisor:	Duties	To:
Phone:		
Company:	Title	From:
Supervisor:	Duties	To:
Phone:		

Ideal number of hours per week requested (maximum 19 hrs): _____

Name: _____

SID: _____



Common application for tutoring positions in the LSN

Please answer the following questions. You may submit an additional sheet of paper if necessary.

1. What motivates you to become a tutor?

2. What skills and/or experience do you have that would contribute to your effectiveness as a tutor?

3. Please describe any experience you have working in a diverse community with non-traditional students and/or students from a variety of cultures.

4. List the subjects you are interested in tutoring. Use Seattle Central course numbers and topics if you took these courses at Seattle Central.

5. List the subjects you have experience tutoring.

Name: _____

SID: _____



Common application for tutoring positions in the LSN
Math Path Tutoring Supplemental Application

Math Path seeks tutors who have taken pre-100 level math classes at Seattle Central.

Check the appropriate boxes to indicate Math Path course taken in college:

- | | |
|---|---|
| <input type="checkbox"/> Math 081 | <input type="checkbox"/> Math 096 - 097 |
| <input type="checkbox"/> Math 087 - 088 | <input type="checkbox"/> Math 098 |
| <input type="checkbox"/> Statistics: Math 091 | <input type="checkbox"/> Other: _____ |

Please indicate your availability by marking the boxes with a check mark:

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
1 – 2 pm					
2 – 3 pm					
3 – 4 pm					
4 – 5 pm					

**Last 4 Math courses taken: (list most recent course #, school, instructor, and grade.)
 Math Path seeks tutors who have taken pre-100 level math classes at Seattle Central.**

Course	Qtr/Year	School	Instructor	Grade

Please list two (2) individuals who can confirm your qualifications.

Name	Phone #	Occupation	How Known

Briefly describe any experience tutoring college students taking pre-college-level math:



Common application for tutoring positions in the LSN
Science Tutoring Supplemental Application

Check subjects you are interested in tutoring:

- | | | |
|--|--|---|
| <input type="checkbox"/> General Biology | <input type="checkbox"/> Anatomy and Physiology | <input type="checkbox"/> Majors Biology |
| <input type="checkbox"/> Statistics | <input type="checkbox"/> Intro/General Chemistry | <input type="checkbox"/> Organic Chemistry |
| <input type="checkbox"/> Physics | <input type="checkbox"/> Computer Science : Java | <input type="checkbox"/> Comp. Sci.: Python |
| <input type="checkbox"/> Comp. Sci.: C++ | <input type="checkbox"/> Comp. Sci. other: _____ | |

Please indicate your availability by marking the boxes with a check mark

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
9 – 10 am					
10 – 11 am					
11 – 12 pm					
12 – 1 pm					
1 – 2 pm					
2 – 3 pm					
3 – 4 pm					
4 – 5 pm					
5 – 6 pm					

Last 4 (or more) Science courses taken: (list most recent course #, school, instructor, and grade.)

Course	Qtr/Year	School	Instructor	Grade

Please list two (2) individuals who can confirm your qualifications.

Name	Phone #	Occupation	How Known

Name: _____

SID: _____



Common application for tutoring positions in the LSN

Information technology / Business Technology Management (IT-BTM)

Check subjects you are interested in tutoring:

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> WEB 110, 112, 114 | <input type="checkbox"/> ITC 102, 115 | <input type="checkbox"/> BTM 111 |
| <input type="checkbox"/> WEB 120, 130 | <input type="checkbox"/> ITC 162, 172 | <input type="checkbox"/> BTM 102, 104 |
| <input type="checkbox"/> WEB 150, 160, 170 | <input type="checkbox"/> ITC 220, 140, 250 | <input type="checkbox"/> BTM 217, 218 |

Please indicate your availability by marking the boxes with a check mark

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
9 – 10 am					
10 – 11 am					
11 – 12 pm					
12 – 1 pm					
1 – 2 pm					
2 – 3 pm					
3 – 4 pm					
4 – 5 pm					
5 – 6 pm					

Last 4 (or more) applicable courses taken: (list most recent course #, school, instructor, and grade.)

Course	Qtr/Year	School	Instructor	Grade

Please list two (2) individuals who can confirm your qualifications.

Name	Phone #	Occupation	How Known

Name: _____

SID: _____



Common application for tutoring positions in the LSN

BE Learning Supplemental Application

Check the subjects you are interested and capable of tutoring

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> English | <input type="checkbox"/> Information Technology (Computers) |
| <input type="checkbox"/> Math | <input type="checkbox"/> Apparel Design |
| <input type="checkbox"/> Statistics | <input type="checkbox"/> Culinary Arts |
| <input type="checkbox"/> Business | <input type="checkbox"/> American Sign Language |
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Languages- Specify _____ |
| <input type="checkbox"/> Economics | <input type="checkbox"/> Humanities- Specify _____ |

Please indicate your availability by marking the boxes with a check mark

TIME	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9 – 10 am						
10 – 11 am						
11 – 12 pm						
12 – 1 pm						
1 – 2 pm						
2 – 3 pm						
3 – 4 pm						
4 – 5 pm						
5 – 6 pm						
6 – 7 pm						

Last four applicable classes taken (list most recent course #, school, instructor, and grade.)

Course	Qtr/Year	School	Instructor	Grade

Please list two (2) individuals who can confirm your qualifications.

Name	Phone #	Occupation	Relationship

Name: _____

SID: _____