

The Learning Center (TLC) Job Application

Please fill out completely

Name: _____
 Address: _____
 City: _____ Zip: _____
 Email: _____
 Home Phone: _____
 Cell Phone: _____

Date of Application: _____
 Date of Birth: _____
 School Attending: _____
 Major: _____
 Cumulative GPA: _____ Current Semester Units: _____
 Last 4 digits of SSN: _____
 COC Student ID: _____

Do you currently work, or have you ever worked for any other department at College of the Canyons? YES NO

If so, where? _____ If you work there currently, how many hours per week? _____

College Assistants may not exceed 20 hours per week, nor may they work more than 7.5 hours per day. This includes hours worked in other departments. Short-term employees may not work more than 8.0 hours per day. Any employee who exceeds these limits may be subject to immediate termination. In addition, it is the employee's responsibility to inform his/her supervisor of employment in other departments on campus. Failure to do so may result in termination.

The above information is true and accurate, to the best of my knowledge, and if hired I agree to attend the mandatory tutoring training for all new tutors. Please sign below.

Applicant Signature: _____ **Date:** _____

What position are you applying for? (Check all that apply)

- Tutor Volunteer
 Receptionist Clerk

Preferred Location (Check all that apply)

- Valencia Canyon Country

If you are interested in being a tutor, what area do you wish to tutor?

- English Math Computers Subject: _____

Briefly answer the following questions (If you need more space, please continue on the back of the application)

1. Why would you like to become a TLC Lab employee? _____

2. What qualifications do you possess that you feel would make you a good employee? _____

3. List relevant classes to discipline and the grade for each related class. _____

Please mark all times you **ARE AVAILABLE** to work

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 AM – 9 AM						
9 AM – 10 AM						
10 AM – 11 AM						
11 AM – 12 PM						
12 PM – 1 PM						
1 PM – 2 PM						
2 PM – 3 PM						
3 PM – 4 PM						
4 PM – 5 PM						
5 PM – 6 PM						
6 PM – 7 PM						
7 PM – 8 PM						

Required Faculty Recommendation: _____

Department: _____ Date: _____

Approved By: _____