

## General Information Agreement & Checklist

Dear Prospective Tutor,

We appreciate your interest in wanting to be a part of a team of people dedicated to helping others. Our responsibility is to make education an enjoyable experience while giving our students the support they need to achieve their educational goals.

But first things first, In order to be considered for a position as a tutor, you must satisfy the following requirements:

1. Submit a completed Tutor's Application Packet
2. Receive an "A" grade or better in all courses you wish to tutor and a letter of recommendation from a FH Instructor. *A "B+" grade may be considered with a letter of recommendation from the course instructor and approval from the EOPS Supervisor.*
3. Be enrolled in at least 6 units during all quarters you are employed as a tutor at Foothill College.
4. Must be proficient in the English language and possess good communication skills.
5. Meet payroll requirements of Foothill-DeAnza Community College District. Go to <http://www.foothill.edu/reg/employment> to download all necessary documents and submit to the Financial Aid Department Rm. #8100.
6. International students must submit an *Evidence of On-Campus Employment* letter to the International Student office.
7. Make appointment to be interviewed by the EOPS Services Coordinator.
8. If hired, agree to attend all required orientation and training sessions.

***I have read, agree and have met the above requirements.***

Print  
Name \_\_\_\_\_ SID: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Application on opposite page (over)

## TUTOR APPLICATION/CONTACT INFORMATION

**CWID:** \_\_\_\_\_ (formally student identification number SID)

Name (Please Print): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

**Do you qualify for Federal Work-study funds? Yes  No**

In case of emergency please contact:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone Number :(\_\_\_\_\_) \_\_\_\_\_

Academic Information

Major: \_\_\_\_\_ Degree \_\_\_\_\_

Courses you wish to tutor:

COURSE NUMBER	FH COURSE TITLE	GRADE RECEIVED

**Have you worked for Pass the Torch or the Foothill College General Tutoring programs?**

**Yes  No**

Relevant work experience or related studies:

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Signature: \_\_\_\_\_ Date \_\_\_\_\_

**This information will remain confidential**