



THE HENRY & EDITH CERULLO LEARNING ASSISTANCE CENTER TUTOR APPLICATION

Position(s) Applying for:

- Peer Tutor (Current BCC Student)
- Professional Tutor (Degree Holder)
- Supplemental Instruction (SI) Leader

Highest Degree Earned _____
 Are you an adjunct at BCC? Y or N (circle one)
 If yes, anticipated Credits/Contact hours this semester: _____

Semester applying for: Fall Spring Summer

Are you eligible for Federal Work Study? Yes/No/Unsure

Full Name: (Mr./Ms.) _____ Date _____

Address: _____

Street Address
Apt. Unit #
City
State
Zip Code

Cell Phone: _____ Other Phone _____

Email: _____

Date Available: _____ Last 4 Digits of SS# _____ BCC ID # _____

Have you been previously employed by the CLAC? YES/NO If so, please specify employment dates and supervisor:

Are you currently employed by BCC? YES/NO If so, please specify employment dates, department and supervisor:

SCHEDULE you would like to work:

	COME IN	LEAVE AT
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____

SUBJECTS you would like to tutor (be specific):

- ESL _____
- Humanities _____
- Languages _____
- Mathematics _____
- Science _____
- Writing _____
- Other _____

**Upon hiring, information will be provided regarding training dates and times.*

Location(s) in which you would like to work:

- Tutoring Center (L-125 Paramus)
- English Language Resource Center (C-212 Paramus)
- Meadowlands (LYN-202 Lyndhurst)
- * Please visit www.bergen.edu/tutoring for each location's hours of operation

- Please read the reverse side of this application for a complete list of requirements
- I understand the designated supervisor will review my transcripts for the above subjects

Signature: _____ Date: _____

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, pregnancy, gender identity or expression, disability, genetic information, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military services, veteran status and any other category protected by law.

CERULLO LEARNING ASSISTANCE CENTER (CLAC)

EMAIL: CLAC@bergen.edu • PHONE: 201-447-7489 • FAX: 201-445-4619 • L-125

The Henry & Edith Cerullo Learning Assistance Center is always looking to hire qualified Peer & Professional Tutors with strong interpersonal and communication skills to serve the growing population of BCC Students. All applicants must adhere to the following criteria below as well as provide all required documentation upon submitting the application for employment consideration. Incomplete applications will not be processed.

For All Applicants:

- The CLAC Tutor position is considered part-time and on a semester-by-semester basis.
 - If you wish to tutor a Writing or English course, please provide a sample of your writing. The writing sample need not be academic, but should represent your best work.
 - Applicants interested in tutoring mathematics and science will be required to complete proficiency examinations.
 - Applicants interested in tutoring language courses will be required to obtain departmental approval.
 - All letters of recommendation as well as application inquiries must be submitted to CLAC@bergen.edu.
 - Applications will only be considered when all application requirements are fulfilled. Based on the Center's needs, your qualifications, and the submitted schedule, you will be contacted accordingly.
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Peer Tutor Requirements:

- Submit a completed tutor application
- Completed at least one full semester at BCC
- Currently enrolled in at least 6 credits
- Have a B+ or better in the course(s) you wish to tutor and a minimum GPA of 3.0
- Provide a letter of recommendation or email from respective professors in the subject field
- If you wish to tutor a course you completed at another institution, a transcript will be required
- Must be able to work a minimum of 5 hours

Peer Tutors with International Status:

- Upon completing the CLAC application process, F-1 visa students must follow through with the international counselors to apply for a work authorization and social security number.
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Professional Tutors Requirements:

- Submit a completed tutor application
- Provide a resume with three references as well as two letters of recommendation
- Must hold an Associate's Degree or higher
- Provide a copy of your transcript and diploma (undergraduate and graduate, if applicable)
- Have a B+ or better in the course(s) you wish to tutor and a GPA of 3.0 or above
- Your degree must be in the areas you intend to tutor in order to be considered a professional applicant
- Must be able to work a minimum of 5 hours

Professional Tutors with International Diploma or Transcript:

- Your diploma or transcript must be translated to English and submitted with your CLAC application.

Please Note: If you are enrolled in more than 6 credits at BCC you are not eligible to be hired as a Professional Tutor; however, you may apply as a Peer Tutor.

For Office Use Only

Hired: Yes Starting Salary: \$ _____ NTTM Date: _____
 No Hiring Supervisor _____ Immediate Supervisor _____
Recommended by _____ Starting Date _____
Additional Comments _____