



El Camino College  
Compton Center



*Tutor*  
***Employment Application***

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

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

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

Preferred Phone: \_\_\_\_\_

Preferred Email: \_\_\_\_\_

Major: \_\_\_\_\_ Expected term/year of graduation: \_\_\_\_\_

Year of study (e.g. sophomore, junior): \_\_\_\_\_

How were you referred to LRC?

\_\_\_\_\_

Tutors provide academic support to students on a walk-in basis for a variety of courses.

**Tutor Applicants, approximately how many hours per week do you wish to tutor?**

\_\_\_\_\_

Please list subjects interested in tutoring: \_\_\_\_\_

\_\_\_\_\_

**Note:**

- The final schedule will be determined based upon your availability and LRC need.
- Please **attach an unofficial copy of your transcript** and **highlight the courses** that you are able to tutor.
- Copy of class schedule
- Submit one recommendation form.

**This form, along with your transcript, copy of class schedule, and resume (optional) should be submitted to the Learning Resource Center, Room G-39, or by email to: Albert Jimenez (Instructional Specialist) at [abjimenez@elcamino.edu](mailto:abjimenez@elcamino.edu)**



## RECOMMENDATION FOR LRC TUTOR OR SUPPLEMENTAL INSTRUCTION Coach POSITION

Applicant Name: \_\_\_\_\_  
Recommendation Due Date: ASAP  
Recommender Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Under provisions of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380), students have the right to examine the contents of their files, including letters of recommendation. However, applicants may waive their right to see letters of recommendation, whereupon such letters will be held in confidence. If an applicant does not waive his/her right to examine a letter of recommendation or if the applicant does not sign the waiver, the letter of recommendation is considered accessible to the applicant.

\_\_\_\_ I waive my right to examine the following letter of recommendation.  
\_\_\_\_ I do not waive my right to examine the following letter of recommendation.

\_\_\_\_\_  
Applicant's Signature Date

### TO THE RECOMMENDER:

The applicant named above is applying for a position as a Tutor or Supplemental Instruction Coach at the Learning Resource Center (LRC) at El Camino College Compton Center and has asked you to provide a recommendation regarding his/her ability and potential as an employee at the LRC.

- The LRC is grateful for your recommendation of this applicant. We are especially interested in your knowledge of the applicant's overall ability and potential for success as a Tutor or Supplemental Instruction Coach.
- Candor in your comments is essential for fairness to both the applicant and the position to which the applicant is applying.

**Please return to:**  
**Learning Resource Center, Room G-39, or by email to: Albert Jimenez (Instructional Specialist) at [abjimenez@elcamino.edu](mailto:abjimenez@elcamino.edu)**

Thank you.

- Please indicate how well you know this person and in what capacity.

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



If you have known this person in a work or leadership position, please describe the roles and responsibilities of the applicant.

---

---

---

Please comment on the applicant's academic skills that would qualify him/her for employment as a **Tutor** or **Supplemental Instruction coach**. You are welcome to provide a more detailed assessment on a separate sheet. If you do, please complete the other sections below and attach the sheet with your comments to this form.

---

---

---

The Tutor and Supplemental Instruction coach positions require exceptional interpersonal and communication skills. In your experience with the applicant, please comment on his/her ability to work with a diverse student population.

---

---

---

In what areas does this applicant excel, and in what areas are improvements needed?

---

---

---

Overall Recommendation (please check only one):

\_\_\_\_\_ I recommend without reservation that the applicant be hired.

\_\_\_\_\_ I recommend with some reservation that the applicant be hired.

\_\_\_\_\_ I do not recommend that the applicant be hired.

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

Printed Name: \_\_\_\_\_ Position/Title : \_\_\_\_\_