

**Division of Physical & Biological Sciences**  
**APPLICATION FOR READER OR TUTOR**

**SECTION I: To be completed by applicant**

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

CAMPUS PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Student Status this quarter? Registered, Undergraduate Registered, Graduate Not Registered

U.S. CITIZEN? Yes No

If you are presently working or have ever worked on campus, please indicate date and location of position.

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

If you have a Work-Study Award, do you want to use it for this position? Yes / No

If yes, have you applied for the Reader (ER #0852) and/or Tutor (ER #0853) work-study positions posted at the Career Center using the on-line Student ER system located at [www.careercenter.ucsc.edu/ers/erspub/main.cfm](http://www.careercenter.ucsc.edu/ers/erspub/main.cfm)? Yes No

Work-Study for this position will take effect on the date you apply for this position in the Student ER system.

Do you have a baccalaureate degree? Yes / No

If yes, name of university/college from which you received your degree: \_\_\_\_\_

Major subject or field? \_\_\_\_\_ Date received? \_\_\_\_\_

If you know which course(s) you are interested in reading/tutoring for, please indicate here. \_\_\_\_\_

***I certify that I have successfully completed the course(s) for which I am applying and that I am in good standing academically.***

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

**\*\*\*IMPORTANT INFORMATION -- PLEASE READ\*\*\***

- If you are not currently working on campus, **you must sign employment forms in the Physical & Biological Sciences Business Office (511 Physical Sciences Building) BEFORE YOU BEGIN WORKING.** Please bring documents to confirm your eligibility to work in the U.S. (e.g, driver's license and social security card, passport, etc.) when you come to sign forms.
- Monthly time records **MUST** be filled out and turned in within the CURRENT month.
- Time records submitted to the Business Office without a Department Assistant signature will **not** be paid.
- Remember that you are responsible for submitting your time records to the Business Office by the **24th** of the month in order to receive timely paychecks (except for months where there are several holidays (i.e., November, December) when time records are due several days earlier.)
- The following section must be completed by the Department *prior* to your coming to the Business Office to sign employment forms.

**SECTION II: To be completed by Department**

Check all that apply: READER/GRADER TUTOR (SINGLE SESSIONS) TUTOR (GROUP SESSIONS)

Department: \_\_\_\_\_ Check Quarter(s): Fall / Winter / Spring

Course Name/Number: \_\_\_\_\_ / \_\_\_\_\_ Instructor \_\_\_\_\_

Estimated Course Enrollment: \_\_\_\_\_

(Minimum class enrollment of 30 required before a reader may be assigned; may be as low as 20 in unusual circumstances).

Estimated hours to be worked this quarter: \_\_\_\_\_ hours

(Please estimate hours for the ENTIRE QUARTER, not hours per week, month, etc.)

\_\_\_\_\_  
Department Assistant Signature / Date