



Writing Center Employment Application



Section I: Personal Information

Full Name

Date of Application:

Address:

Email:

City/State/Zip:

Phone #:

Student ID Number (if not a student write N/A):

Are you currently a Mt. SAC student taking six or more units?

Section II: Work or Volunteer Experience

Please list most recent first.

Company Name:

Job Title:

Address:

Supervisor's Name:

City/State/Zip:

Telephone:

Duration of employment: Start Date

End Date

Reason for leaving:

Company Name:

Job Title:

Address:

Supervisor's Name:

City/State/Zip:

Telephone:

Duration of employment: Start Date

End Date

Reason for leaving:

Please list any additional experience, training, and/or other information that you believe are relevant to this position:



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Section III: Education

Please check the highest level of education completed: High School Bachelor's Degree
Some graduate work Master's Degree
Other degree(s):

Section IV: Required Supporting Documents

Please include the following with your application:

- ✓ Your work availability
- ✓ A writing sample that you feel highlights your strengths as a writer (a past essay is perfect)
- ✓ Two email recommendations from professors sent to tpayte@mtsac.edu. Please enter the name of your recommenders here:

a. _____ b. _____

Section V: Additional Questions

1. Please explain, with some detail, why you would like to work at the Writing Center:

2. Have you been tutored yourself (either formally or informally)? Describe your experience and explain what made it either positive or not, reflecting on what creates a positive tutoring environment:

4. Do you hold other jobs? Yes No. If yes, how many hours do you work per week: