Learning Assistance Center

@ San Francisco State University
Location: HSS 348
Phone: 415.338.1993

STUDENT EMPLOYMENT APPLICATION

For Work-Study or Student Assistant

_____ _____
Last name First Middle Date

_____ _____
Address: Street City Zip Phone Number (home/work)

Email address you check regularly: _____ _____
Phone Number (mobile)

The LAC is currently accepting applications for the following:

TUTORING POSITIONS (check at least one):

- ☐ **READING / WRITING / STUDY SKILLS TUTOR**
- ☐ **MATH / SCIENCES / STUDY SKILLS TUTOR**

Applicants eligible for tutoring positions may also apply for the following: (check one or more)

- ☐ **Computer/Learning Lab Tutor**
- ☐ **Web Site Maintenance Assistant**
- ☐ **Data Entry and Database Manager**
- ☐ **Front Desk Assistant**

Expected Graduation Date: _____ Major: _____
Class Standing: ☐ Junior ☐ Senior ☐ Graduate

Check one:

☐ College Work-Study
1. Have you been awarded Work-Study funds by the SFSU Financial Aid Office for Spring 2009? Yes____ No____
2. Amount Available $_____
3. Will you be enrolled full-time at SFSU for Spring 09? Yes____ No____

(If you answer no to any question, you are ineligible for Work-Study)

OR

☐ Student Assistant
1. Will you be enrolled at least halftime at SFSU for Spring 2009? Yes____ No____

(Half-time= 6 units for undergraduates & 4 units for graduate students)

Describe any experience you have with computers and/or Word processing:
_____

WORK AVAILABILITY: Indicate the specific hours you are available to work on the following days:

Monday (9-4)_____ **Thursday (9-4)**_____

Tuesday (9-4)_____ **Friday (9-12)** _____

Wednesday (9-4)_____ **Total hours desired per week:**_____

Please list below all the days and times you are available for interviews.

End-of-semester Interviews (December 8-12):

Finals Week Interviews (December 15-18):

Winter Break Interviews (January 20-23):

List your former work experience, beginning with the most recent job. Use additional paper if necessary.

1. Employer_____ Dates employed _____

Job Duties_____

_____

Pay rate_____ Supervisor's Name_____

May we call the supervisor for a reference? If yes, provide the phone number (_____) _____

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2. Employer_____ Dates employed _____

Job Duties_____

_____

Pay rate_____ Supervisor's Name_____

May we call the supervisor for a reference? If yes, provide the phone number (_____) _____

The information provided on this application is accurate to the best of my knowledge. If employed I will promptly inform my employer of any changes in this information. I am aware that SFSU College Work-Study and Student Assistant employment is part-time and temporary; the employee or employer may terminate employment at any time. I have read the job description and application information posted on the LAC web site at www.sfsu.edu/~lac and I am available for the training dates listed. I am enclosing, with this application, the following, mandatory items, as applicable:

- ☐ **unofficial transcripts (from SFSU or from my previous college if I have fewer than three semesters at SFSU)**
- ☐ **a cover letter mentioning the skills, special knowledge, or experiences that relate to the job**
- ☐ **an informal résumé**
- ☐ **a list of relevant coursework**
- ☐ **a graded expository essay** **OR** ☐ **a list of SFSU Math and Science courses I can tutor (See Bulletin for course descriptions.)**

Signature _____ Date _____

Please provide the following information. This data is being collected for statistical purposes in order to comply with the U.S. Department of Education Office for Civil Rights Guidelines. Your completion of this section is voluntary. Your responses will remain confidential, will not be disclosed to any individual in the selection process and will not affect your employment opportunities at the University.

Title of Job_____ Work-Study_____ Student Assistant_____
(check one)

Sex: Male_____ Female_____

Ethnic Origin: (please check one of the following) American Indian_____ Asian_____

Black/African American_____ Hispanic_____ Filipino_____ White_____

Other/ Decline to State _____