

Division of Physical & Biological Sciences
APPLICATION FOR READER OR TUTOR

SECTION I: To be completed by applicant

NAME: _____ DATE OF BIRTH: _____

PHONE NUMBER: _____ E-MAIL: _____

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

Do you have a baccalaureate degree? Yes / No

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

If yes, ***you must apply*** 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.

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

Additional details will be sent to you in an offer letter which you will need to accept before your appointment is official.

I certify that the above information is accurate and that I am in good academic standing.

_____/_____
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 (509 Physical Sciences Building) BEFORE YOU BEGIN WORKING.** Please bring acceptable 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. For a complete list of acceptable documents, see page 9 of the I-9 Form at: <http://www.uscis.gov/files/form/i-9.pdf>
- It is the Reader/Tutor's responsibility to submit timesheets on a bi-weekly basis via the online CruzPay System. CruzPay will send email reminders to Readers/Tutors when timesheets are due.

SECTION II: To be completed by Department

Department: _____ Check Quarter: Fall / Winter / Spring

Course Number: _____ Instructor: _____

Check all that apply: Reader/Grader Tutor (Single) Tutor (Group) Payrate(s): \$ _____
FOAPAL: _____

Course Number: _____ Instructor: _____

Check all that apply: Reader/Grader Tutor (Single) Tutor (Group) Payrate(s): \$ _____
FOAPAL: _____

Course Number: _____ Instructor: _____

Check all that apply: Reader/Grader Tutor (Single) Tutor (Group) Payrate(s): \$ _____
FOAPAL: _____

Appointment Start Date

Dept Initials