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

### SECTION I: To be completed by applicant

<table>
<thead>
<tr>
<th>NAME:</th>
<th>DATE OF BIRTH:</th>
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<tbody>
<tr>
<td>PHONE NUMBER:</td>
<td>E-MAIL:</td>
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</tbody>
</table>

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](http://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](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:  
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Course Number:</td>
<td>Instructor:</td>
</tr>
</tbody>
</table>
| Check all that apply:  
- [ ] Reader/Grader  
- [ ] Tutor (Single)  
- [ ] Tutor (Group)  
| Payrate(s): $ | FOAPAL: |
| Appointment Start Date | Dept Initials |

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Revised 6/9/17