

**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, please give a screenshot of your award in MyUCSC to your Academic Personnel Representative

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 (Fifth floor of the 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 <https://www.uscis.gov/i-9-central/acceptable-documents>.
- 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.
- University policy prohibits employment at more than 100 percent time in all combined positions – please adjust your efforts accordingly if employed elsewhere on campus. Currently enrolled students are prohibited from working over 50% during the academic year, without Provost (undergraduate) or Graduate Division (graduate) approval.

**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 (required):** \_\_\_\_\_

**Total hours approved:** \_\_\_\_\_

Course Number: \_\_\_\_\_ Instructor \_\_\_\_\_

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

**FOAPAL (required):** \_\_\_\_\_

**Total hours approved:** \_\_\_\_\_

\_\_\_\_\_  
Appointment Start Date

\_\_\_\_\_  
Dept Initials