

**Application Process:**

1. The applicant returns the completed application to the office of Carmen Croppi, Director of Basic Skills (Bldg. 37).
2. The instructor who completes the Confidential Reference Form returns the form directly to Carmen Croppi.
3. If you have any questions about the application, or the application process, please contact Carmen Croppi, Basic Skills Director at (253) 589-5744.
4. Incomplete applications will not be considered.

**Section I. Personal Information** – All information will be verified upon hiring.

Name: \_\_\_\_\_  
 Student ID Number: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Program of study: \_\_\_\_\_  
 How many credits are you enrolled in? \_\_\_\_\_  
 How many quarters remaining at CPTC? \_\_\_\_\_

**Section II. Required Information** – In order for your application to be considered complete, you must include the following:

- Unofficial transcript from CPTC or other college showing a minimum 3.5 GPA in the subject area for tutoring
- At least one completed Confidential Reference Form from a program or academic instructor—this Form will be turned in directly to Carmen Croppi by the instructor making the recommendation.

**Please check the subject areas in which you are interested in tutoring.**

- |  |  |
|--|--|
| <input type="checkbox"/> Computer Literacy | <input type="checkbox"/> Paragraph and Short Essay |
| <input type="checkbox"/> Basic Math        | <input type="checkbox"/> APA Format                |
| <input type="checkbox"/> Algebra           | <input type="checkbox"/> Anatomy & Physiology      |
| <input type="checkbox"/> Calculus          | <input type="checkbox"/> Biology                   |
| <input type="checkbox"/> Statistics        | <input type="checkbox"/> Chemistry                 |
| <input type="checkbox"/> Reading Skills    |  |

**Please list your availability to work as a tutor. Please consider your class schedule and any other regular commitments that impact your availability during the week.**

Monday	Tuesday	Wednesday	Thursday	Friday

