

**Division of Social Sciences**  
**APPLICATION FOR READER OR TUTOR**

**SECTION I: To be completed by applicant**

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Student Status this quarter? Registered Not Registered      If registered, check one: Undergraduate Graduate Work-Study

U.S. CITIZEN? Yes No

If you are presently working or have ever worked on campus, please indicate date and location of position.

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Do you hold a baccalaureate degree or higher? Yes / No. If yes, please check BA / MA / PhD

If yes, name of university/college from which you received your degree: \_\_\_\_\_

Major subject or field? \_\_\_\_\_ Date received? \_\_\_\_\_

*I certify that the information I've provided is accurate.*

\_\_\_\_\_  
Signature / Date

**\*\*\*IMPORTANT INFORMATION -- PLEASE READ\*\*\***

- If you are not currently working on campus, **you must sign employment forms in the Social Sciences Academic Payroll Office (Humanities & Social Sciences, Suite 460) BEFORE YOU BEGIN WORKING.** Please bring I.D. (driver's license and social security card, or passport) when you come to sign forms. It is recommended that you contact Ben Ruwe at 459-3994, or email [ruwe@ucsc.edu](mailto:ruwe@ucsc.edu) to schedule a time to sign new hire forms.
- You must not work over the hours allocated to you by your department, or over 50% per month if registered.
- Monthly time records **MUST** be filled out and turned in within the **CURRENT** month.
- Time records submitted to the Academic Payroll Office without your instructor's and/or department manager's signature will **not** be paid. Please check with your department to see if they require departmental signatures.
- Remember, **YOU** are responsible for submitting your time records to the Academic Payroll Office by the **24th** of the month in order to receive timely paychecks (except for months where there are several holidays [i.e., November & December] when time records are due several days earlier.)
- The following section will need to be completed by the Department *prior* to your coming to the Academic Payroll Office to sign employment forms.

**SECTION II: To be completed by Department**

Check all that apply: READER TUTOR (SINGLE SESSIONS) TUTOR (GROUP SESSIONS)

Department: \_\_\_\_\_ Check Quarter: Fall / Winter / Spring

Course Name/Number: \_\_\_\_\_ / \_\_\_\_\_ Instructor \_\_\_\_\_

Allocated hours to be worked this quarter: \_\_\_\_\_ hours  
(Please indicate hours for the **entire** quarter)

\_\_\_\_\_  
Department Approval / Date