



Name of applicant: _____

Term applying for: _____

California Mini-Corps Tutor Hiring Process

The following paperwork for new Mini-Corps applicants is required for participation in the program:

First Phase:

- Application
- Interview Form
- Narrative (1 page)
- Two letters of Recommendation
- Transcripts - Total Units Completed: _____ (48 units or more to be NCLB compliant)
- Current Enrollment Verification/Units: _____
- CODESP Certificate (If Less than 48 units completed)
- I-9 – Employment Eligibility Verification Form
- Appropriate I-9 documentation that establish both identity and employment eligibility

Note: Once Phase 1 is complete, send paperwork to assigned Administrative Assistant for processing and management approval. If applicant is approved/not approved, Administrative Assistant will contact you to let you know. If approved, applicant can continue with phase 2 of hiring process.

Second Phase:

- Personnel Action Request (PAR)
 - o Ethnic/Race Survey
 - o Emergency Contact Information
 - o Gifts of Public Funds (Use of Technology)
- Fingerprints (after manager approval) Approval Date: _____
Note: For reimbursement, original receipt must be submitted to central office along with the reimbursement claim form (BSF-69).
- T.B Clearance Verification-Expiration Date: _____
- W-4 – Current Year-Employee's Withholding Allowance Form
- School Year Student Contract
- Electronic Deposit Authorization – HR 84 (Optional)

Note: New Mini-Corps tutors will not be assigned to payroll until all the above forms are received, reviewed and approved by a Program Administrator. Coordinator will be notified of Mini-Corps tutor clearance, approval and an official start date will be given by office Administrative Assistant.



California Mini-Corps

New Mini-Corps Tutor Application



NAME: _____
 ADDRESS: _____

City State Zip Code

TELEPHONE: _____
 Home: () _____
 Cell: () _____

EMAIL: _____

OPTIONAL:
 Social Security Number: _____

RECORD OF EDUCATION

Have you graduated from high school? YES NO High School/Location: _____

| Colleges/Universities/Vocational Schools | Location | Major | Degree Received | Date Received |
|--|----------|-------|-----------------|---------------|
| | | | | |
| | | | | |
| | | | | |

Overall GPA: _____ Year in College: Freshman Sophomore Junior Senior

List Languages, other than English that you are familiar with:

| Language | Speak | Read | Write | Fluent |
|----------|--------------------------|--------------------------|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

RECORD OF WORK EXPERIENCE (List last position first)

May we contact your employer? YES NO

| Employer and Address | Dates Employed | Job Title and Work Performed |
|----------------------|----------------------|------------------------------|
| | From: _____ | |
| | To: _____ | |
| | Ending Salary: _____ | |
| Supervisor: _____ | Phone No. _____ | Reason for Leaving: _____ |
| | From: _____ | |
| | To: _____ | |
| | Ending Salary: _____ | |
| Supervisor: _____ | Phone No. _____ | Reason for Leaving: _____ |

OTHER BACKGROUND INFORMATION

| | | |
|--|------------------------------------|---|
| Have you participated in the Mini-Corps Program? <input type="checkbox"/> YES <input type="checkbox"/> NO | Where: _____ | Year(s): _____ |
| Date available to work: _____ | Hours per week you can work: _____ | Self-supporting? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| How are you financing your education? <input type="checkbox"/> Grants/Scholarships <input type="checkbox"/> Loans <input type="checkbox"/> Parental Assistance | | |
| Have you or a family member worked as a farm laborer? If so, list years: _____ | | |
| Have you ever lived in a migrant labor camp? If so, where? _____ | | |

MILITARY SERVICE

Have you obtained any special skills or abilities as a result of service in the military? YES NO

If yes, describe: _____

REFERENCES [Give names, titles, addresses and telephone numbers of two references familiar with your work history who may be contacted.]

| | |
|------------|------------|
| Name: | Name: |
| Title: | Title: |
| Address: | Address: |
| Telephone: | Telephone: |

FAMILY BACKGROUND

| | |
|--|---|
| Name of Parent/Guardian: | Telephone: |
| Address: | |
| Street | City State Zip Code |
| Employer: | Job Title: |
| Employment Status: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary | Parents or spouse's approximate yearly income: \$ |
| Number of persons dependent on this income? | |

LEGAL INFORMATION

Have you ever been convicted of a felony or misdemeanor? YES NO

If yes, explain in a separate letter addressed to the Mini-Corps Program Director. You may enclose your letter in a sealed envelope marked "LEGAL AND CONFIDENTIAL."

FINGERPRINTING FOR CONDUCTING A BACKGROUND INVESTIGATION IS REQUIRED

My submission of this application authorizes Butte County Office of Education to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school district/County Office and reference source (except in relation to prior contractual agreements, public policy, legal/labor/education code, former employers and their agents or employees, as provided by law) from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local law enforcement agencies, information from the Central Criminal Records Exchange or either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the California or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or falsely answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed by Butte County Office of Education.

Signature _____ Date _____
Type your name

PLEASE ATTACH THE FOLLOWING:

- A narrative explaining why you feel you are qualified to work in the Mini-Corps Program. Please elaborate on migrant background, tutoring experience and career goals. The application will not be considered without a narrative. Narrative must be in English.
- College Transcripts
- Two letters of recommendation

| | | | |
|-------------------------|---------------------|-------------------|------------------------------|
| Allan Hancock College | CSU Channel Islands | CSU Sacramento | Merced College |
| Cabrillo college/UCSC | CSU Chico | CSU San Marcos | Porterville College |
| College of the Desert | CSU Fresno 1 | CSU Sonoma | San JoaquinDelta College |
| College of the Sequoias | CSU Fresno 2 | CSU Stanislaus | San Jose State |
| CSU Bakersfield 1 | CSU Long Beach | Hartnell College | SDSU/Imperial Valley College |
| CSU Bakerfield 2 | CSU Monterey | Mendocino College | Yuba College |