



# INSTRUCTOR REFERRAL FOR PEER TUTORING POSITION

3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

This form is compatible with PCs. With Macs, it is compatible ONLY when using MS Word for Mac.

**Instructions to Applicant:** Download this form to your hard drive and complete the first two lines. Email it as an attachment to two of your instructors, with a request for a reference.

**Instructors:** Please download, complete, and email this form as an attachment to the Learning Commons Coordinator at [LearningCommons@bcit.ca](mailto:LearningCommons@bcit.ca).

Tutoring Applicant	Program
Referring Instructor	Date
<p>I recommend _____ for employment as a peer tutor in _____</p> <p>(applicant's name) (program)</p>	

**COMMENTS** (interpersonal skills, academic achievement, communication skills)

May we follow-up with a phone call should we have any questions? <input type="checkbox"/> Yes <input type="checkbox"/> No
Instructor's Signature (not required if sending by email)

BCIT collects your personal information under the authority of the College and Institute Act for the purpose of activities related to the delivery of BCIT's programs and courses. Any information that you provide by filling out this form is personal information under the Freedom of Information and Protection of Privacy Act. BCIT will not disclose your personal information to an outside third party unless permitted by law. Personal information that is no longer necessary or relevant for the identified purpose is destroyed in accordance **BCIT Policy 6700 Records Management**.

Contact [learningcommons@bcit.ca](mailto:learningcommons@bcit.ca) with any questions.

Records Classification 2615-05