

**MIAMI UNIVERSITY
OFFICE OF COMMUNITY ENGAGEMENT AND SERVICE
AMERICA READS
EMPLOYMENT APPLICATION**

Please complete and submit this application to the Office of Community Engagement and Service in the Hanna House by Friday, September 5th at 5:00 PM.

I. Applicant Information

Name:	Banner ID Number: +
	Major:
Current Address:	Current Phone:
	Email Address (Miami address preferred):
Permanent Address:	Phone:
	Fall Undergraduate Standing (check one): Fr. ___ Soph. ___ Jr. ___ Sr. ___
<p>**NOTE: YOU MUST BE ELIGIBLE FOR FEDERAL WORK STUDY TO BECOME AN AMERICA READS TUTOR. <u>As an applicant, you are required to verify your eligibility BEFORE applying for this job.</u>** To do so, visit the Office of Financial Assistance (121 CAB) and have a Financial Officer sign and date HERE: ► _____ Do you currently have another Work-Study job? Yes / No</p>	

II. Previous Work Experience:

Company	Position
Responsibilities/Description	Dates of Employment
Supervisor Name, Address, Phone Number, E-mail:	
Can we contact this employer? Yes / No	
Company	Position
Responsibilities/Description	Dates of Employment
Supervisor Name, Address, Phone Number, E-mail	
Can we contact this employer? Yes / No	

III. References: Please list two references that are at least 18 years of age, not relatives, and not employers listed above.

Name	Email
Address	How do you know this person?
Phone Number	How long have you known this person?

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IV. List and describe any teaching/tutoring experience that is not listed above.

Program/School	How long did you participate?
Brief Description of your responsibilities	

IV. Please answer the following questions (use additional paper as needed):

1. Why have you chosen to apply for America Reads? What do you hope to gain from this experience?

2. What special interests, talents, etc. will you bring to America Reads?

3. Briefly describe any community service experience, either volunteer or paid, that you have had.

V. Time Commitment and Consideration

1. How many hours **per week** can you commit to America Reads? _____

2. Please shade in the hours that you are **available** for work during the spring semester and **attach your class schedule to this application**. ***Please note: It is preferable to make a consistent commitment - at least two days per week (M/W or Tues/Thurs) - to your tutoring site. This increases your effectiveness as a tutor, encourages the development of your individual tutees, and provides the consistency that is needed for the maintenance of a sustainable tutoring program.*

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 am					
9:00 am					
10:00 am					
11:00 am					
12:00					
1:00 pm					
2:00 pm					
3:00 pm					
4:00 pm					
5:00 pm					
6:00 pm					

*Note: Tutoring typically occurs during the school day, with the exception of Living Water Homework Help, which is an after school program from 3-5:30.

VII. Legal Information

1. At time of application to the program, have you ever been convicted of a misdemeanor involving children?
 Yes No
2. At the time of application to this program, have you ever been convicted of a felony? Yes No
3. Are you a minor (under the age of 18)? Yes No (A work permit will be necessary if checked yes).

VIII. Certification

Can you make the following commitments as an America Reads tutor? (Please circle response for each statement):

- ✓ Commit to at least one semester of service. YES / NO
- ✓ Attend the mandatory pre-service training session on September 16th. YES / NO
- ✓ Attend ongoing training sessions. YES / NO
- ✓ Show up to your assigned site on time and consistently each week. YES / NO
- ✓ Maintain regular communication with teachers at your school or community site, other tutors, and program coordinators. YES / NO
- ✓ Be thoughtful in planning for your tutoring sessions and document your lessons and progress with students. YES / NO
- ✓ Adhere to all America Reads and site-specific guidelines and regulations. YES / NO
- ✓ Commit to checking and responding to America Reads e-mail communication in a timely manner. YES / NO
- ✓ Complete a Background Check through MUPD in a timely manner. YES/NO
- ✓ Turn in MU Student Employment paperwork BEFORE I begin tutoring. YES/NO

IX. Important Application Dates for Fall 2008

Friday, September 5: Application due.

Monday, September 15: Notification of employment status.

Sunday, September 21: Pre-service training session and tutoring placements.

Week of October 6: Tutoring begins.

I understand that, as a tutor, I am obligated to attend at least six hours of training prior to tutoring and additional training throughout the semester in order to prepare and serve my students well. I also realize that the time spent for this position is not limited to the time I tutor. I will be planning activities and working with others in the America Reads Program to ensure that my students are being assisted to the best of my ability.

By signing below I am stating that all information on this application is true to the best of my knowledge and I realize that any falsification can and will terminate my participation in the program.

(Signature)

(Date)

(Print Full Name)