The goal of the Upward Bound program is to help high school students gain access to educational opportunities and training beyond high school. Upward Bound is a year-round program that is comprised of an academic year component and a summer residential component. The focus is to help participants be academically successful in high school while preparing for college. The academic year component includes seminars, workshops, tutoring, and academic advising.

Students are selected to participate in Upward Bound based on limited family income, first generation college-bound status, a demonstrated need for services and high potential to succeed. The program is designed to motivate and guide freshman and sophomore students from Arcata, Hayfork, Hoopa, Southern Trinity, South Fork, and Trinity high schools.

**Job Title:** TRiO Upward Bound Program Tutor  
**Purpose:** Provide tutoring and study skills instruction for Upward Bound students  
**Dates of service:** Spring Semester 2008  
**Rate:** Hourly: $8.00

**Job Description, requirements and qualifications**  
Tutors will work with local high school students by assisting them in test preparation, homework completion and development of study skills individually or in small groups. Assist in reviewing concepts, comprehending content, and clarifying difficulties with assignments. Tutors must have patience and the ability to communicate effectively with UB students. Provide encouragement to assist students with developing, maintaining, and enhancing study habits. Assist Upward Bound staff in updating and maintaining student Educational Action Plans (EAP). Upward Bound staff will work with the counseling office at each high school to assist with tutor schedule and location for tutoring sessions. Must also have good interpersonal skills and experience working with high school students.

**Tutor Application Procedures:**

1. Submit a TRiO Upward Bound Staff Application.
2. All applicants are encouraged to submit a resume. *(Not required)*

Please return the complete application to:

Humboldt State University  
TRiO Upward Bound Program  
Lower Library Room #33  
Arcata, Ca  95521  
trioub@humboldt.edu

**TRiO UPWARD BOUND PROGRAM**  
ALL TUTOR POSITIONS ARE OPEN UNTIL FILLED!
### Personal Information:

- **Name:** ____________________________  
  **Today’s Date:** ____________________________

- **Email Address:** ____________________________  
  **Social Security Number:** ____________________________

- **Phone:** ____________________________  
  **Cell:** ____________________________

- **Current Address:**
  - **Street:** ____________________________  
  - **City/State:** ____________________________  
  - **Telephone:** ____________________________  
  - **Zip Code:** ____________________________

- **Permanent Address:**
  - **Street:** ____________________________  
  - **City/State:** ____________________________  
  - **Telephone:** ____________________________  
  - **Zip Code:** ____________________________

- **Emergency Contact:**
  - **Name:** ____________________________  
  - **Relationship:** ____________________________  
  - **Street:** ____________________________  
  - **City/State:** ____________________________  
  - **Telephone:** ____________________________  
  - **Zip Code:** ____________________________

- **Do you have a reliable car?**  
  - **Yes** ☐  
  - **No** ☐

- **Do you have auto insurance?**  
  - **Yes** ☐  
  - **No** ☐

- **Driver’s License?**  
  - **Yes** ☐  
  - **No** ☐  
  - **How long have you been licensed?** ______

### I am applying for a position as:

- **Teacher** – Subject(s): ____________________________  
  - Credentialed?  
    - **Yes** ☐  
    - **No** ☐

- **Resident Mentor**
  - **Do you have prior live-in residential experience?**  
    - **Yes** ☐  
    - **No** ☐

- **Tutor**
  - **What subject areas are you interested in tutoring?** ____________________________
  - **Which High School?** ____________________________

### Educational Background:

**EDUCATIONAL EXPERIENCE:** List in order, beginning with the current enrollment information. Add additional lines if needed.

- **Current College or University:** ____________________________  
  - **Year in School:** ____________________________

- **Major:** ____________________________  
  - **Overall GPA:** ____________________________  
  - **Current GPA:** ____________________________
## Relevant Work Experience:

Are you currently employed?  Yes ☐ No ☐  If yes, # of hours per week:_____

Current Position Title: ____________________________  Supervisor’s Name: _______________________

May we contact your current supervisor?  Yes ☐ No ☐  Supervisor’s telephone #: ____________

**WORK EXPERIENCE:** List your previous experience that would relate to the mission and goals of TRiO Upward Bound. List in order, beginning with the most recent position you have held. Include any previous paid, work-study, or other volunteer jobs that included work with children/youth, parents and/or teachers. Use additional pages if needed.

<table>
<thead>
<tr>
<th>Dates of Work:</th>
<th>Employer’s Name:</th>
<th>Supervisor’s Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: Month / Year</td>
<td>Address:</td>
<td>Title:</td>
</tr>
<tr>
<td>To: Month / Year</td>
<td>Telephone:</td>
<td>May we contact? Yes ☐ No ☐</td>
</tr>
<tr>
<td>☐ Full Time</td>
<td>Your Title:</td>
<td>Wage (hr/mo/yr):</td>
</tr>
<tr>
<td>☐ Part Time Hrs. per wk.</td>
<td>Describe your duties:</td>
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</tr>
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<td>Reason for leaving:</td>
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</tbody>
</table>

**SKILLS ASSESSMENT:** Check (X) the types of work you have done and/or skills you possess.

- ( ) Word (word processing/labels)
- ( ) Excel (spreadsheets/charts)
- ( ) Access (database management)
- ( ) PowerPoint (presentations/flyers)
- ( ) Adobe Software (digital media)
- ( ) Internet (web-site design)
- ( ) Answering multi-phone lines
- ( ) File organization/management
- ( ) Scanner (documents/photographs)
- ( ) LCD Projector
- ( ) Copy machine operation
- ( ) Other ____________________
SUBJECT EXPERTISE ASSESSMENT: Check (X) the subjects of proficiency/expertise.

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>( ) Algebra</td>
<td>( ) Biology/Life Sciences</td>
</tr>
<tr>
<td>( ) Geometry</td>
<td>( ) Chemistry/Physics</td>
</tr>
<tr>
<td>( ) Trigonometry/Algebra II</td>
<td>( ) General Science</td>
</tr>
<tr>
<td>( ) Pre-Calculus/Calculus</td>
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</tbody>
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<tr>
<th>Foreign Languages</th>
<th>English/Literature</th>
</tr>
</thead>
<tbody>
<tr>
<td>( ) Spanish (all levels)</td>
<td>( ) Basic Composition/Technical Writing</td>
</tr>
<tr>
<td>( ) French (all levels)</td>
<td>( ) Literature/Critical Thinking-Analysis</td>
</tr>
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<tr>
<th>History/Political Science</th>
<th>Other Subjects</th>
</tr>
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<tbody>
<tr>
<td>( ) World History/US History</td>
<td>( ) CAHSSE Preparation (English/Math)</td>
</tr>
<tr>
<td>( ) Political Science/World Cultures</td>
<td>( ) SAT/ACT Preparation</td>
</tr>
<tr>
<td>( ) Other</td>
<td></td>
</tr>
</tbody>
</table>

Is your computer literacy adequate to provide assistance and supervision in a computer lab?  Yes ☐ No ☐

References:

Please list one personal and one work-related reference:

Personal Reference: ______________________________________ Telephone #: __________________ Name

Work-Related Reference: ____________________________ Telephone #: __________________ Name

Note: In addition to these references, Resident Mentor applicants must also attach two recommendation forms with their application.

Applicant Signature:

I certify that this information is true and correct to the best of my knowledge.

Applicant’s Signature ____________________________ Today’s Date __________________

Applicant’s Printed Name ____________________________

* Please attach your unofficial college transcripts to this application.