ABOUT THIS ROLE

Thank you for your interest in the tutoring position with Upward Bound! The Upward Bound Tutor provides academic assistance to small groups of high school students during the school year at the College Club sessions after school. College Club sessions take place at Ypsilanti Community High School from Monday through Thursday. Tutors must be available from 2:45 pm - 5:00 pm. Assistance is needed on any of the four days, but tutors must commit to tutor two days out of the week. Consistent attendance to tutoring sessions is expected. Upward Bound provides transportation for tutors to and from the high school, if needed.

Qualifications

• Be an undergraduate student at Eastern Michigan University
• Have a minimum cumulative GPA of a 2.8
• Be in good standing with EMU
• Preference is given to students who have work-study awards

Position Responsibilities

• Participate in tutor training at the start of each new school year.
• Provide tutoring services at least twice a week to program participants.
• Assist students with subject content according to individual strengths.
• Learn and be able to help students with study strategies and techniques.
• Document daily student progress.
• Assist with program activities at monthly Group Meetings.
• Attend monthly tutor staff meetings.
• Other duties as assigned.

Personal Development Objectives for this Position

Students in this role will develop skills in the following areas:

• Mentoring
• Motivational coaching
• Fostering grit and resilience in students
• Rapport building
• Record keeping
• Study skills

APPLICATION CHECKLIST

Please staple all application materials together.

☐ Completed application (attachment)
☐ Printed unofficial transcript (if you are a first-year student, please submit a copy of your high school transcript)
☐ Resume

Please staple all application materials together.
Applications are due in 201 Boone Hall.
**EASTERN MICHIGAN UNIVERSITY**  
**UPWARD BOUND**  
**EMPLOYMENT APPLICATION**  
(Please complete thoroughly)

**Position of interest**
Date

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**PERSONAL INFORMATION**

Name _________________________________________________________________________________________________________
Last First Middle Name Date of Birth

Social Security # _______ _______ _______ Are you a citizen of the United States? ☐ Yes ☐ No  Are you a permanent resident? ☐ Yes ☐ No
If no, list your visa # ___________________ Type ___________________ Expiration date ___________________

Present address
Street ____________________________________________ City __________________ State __________________ Zip __________________
Home address
Street ____________________________________________ City __________________ State __________________ Zip __________________

Telephone # (daytime) (_____) _______ - _______ Cell # (_____) _______ - __________________ Email ______________________________________________________________________

Emergency contact ____________________________________________  Emergency telephone # (_____) _______ - __________________

How did you learn about employment with EMU? ☐ Advertisement ☐ On-Campus Posting ☐ Job Fair ☐ Other Employees ☐ Web Page
☐ Other (please explain) ___________________________________________________________________________________

Are you under 18 years of age? ☐ Yes ☐ No  If yes, do you have a work permit? ☐ Yes ☐ No

**NOTE:** The permit must be presented before starting work.

Have you ever been convicted of a felony? ☐ Yes ☐ No  If yes, describe the nature of the offense, the sentence, and the date of sentencing:
____________________________________________________________________________________________________________________________________________________

**EDUCATIONAL HISTORY**

Did you attend school under your present name? ☐ Yes ☐ No  If no, please give name ____________________________________________________________________________

<table>
<thead>
<tr>
<th>School</th>
<th>Name and address</th>
<th>Years Completed</th>
<th>Date last Attended</th>
<th>Did you Graduate?</th>
<th>GPA</th>
<th>Major &amp; Minor</th>
<th>Degree received</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>Name ____________</td>
<td>1 2 3 4 mo. yr.</td>
<td>☐ Yes ☐ No</td>
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<td></td>
<td>City State</td>
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</tr>
<tr>
<td>College or Trade School</td>
<td>Name ____________</td>
<td>Credits Earned</td>
<td>☐ Yes ☐ No</td>
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<td>Name ____________</td>
<td>Credits Earned</td>
<td>☐ Yes ☐ No</td>
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</tr>
<tr>
<td>Graduate School</td>
<td>Name ____________</td>
<td>Credits Earned</td>
<td>☐ Yes ☐ No</td>
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<td></td>
<td>City State</td>
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</tbody>
</table>

Do you qualify for work Study? ☐ Yes ☐ No  Do you have a valid Driver's License? ☐ Yes ☐ No
<table>
<thead>
<tr>
<th>Employer</th>
<th>Address</th>
<th>No.</th>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td>Mo.</td>
<td>Yr.</td>
<td>Mo.</td>
<td>Yr.</td>
<td></td>
</tr>
<tr>
<td>Starting wage/salary</td>
<td>Last wage/salary</td>
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</tbody>
</table>

**Job title**

**Duties**

**Number of people supervised**

**Reason for leaving**

**Immediate supervisor**

**Title**

**Phone number**

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**Skills and Abilities**

**Check any of these subject areas in which you could tutor (assist with high school coursework) students.**

- English composition
- Literature
- Statistics
- Spanish
- Algebra
- Advanced Algebra
- Trigonometry
- Geometry
- Pre-Calculus/Calculus
- Computer applications
- Biology
- Earth Science
- Anatomy & Physiology
- Consumer math
- Chemistry
- Physics
- Social Studies
- American Government
- U.S. History
- World History
- Geography
- Accounting
- Business
- Economics
- Other

1. **List other skills/abilities which you feel would qualify you for this position:**

2. **List any personal or professional certifications, awards, or accomplishments you have achieved:**

3. **List any activities/organizations/clubs you are involved in on campus or in your community:**
V SCHEDULE

List hours available to work:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>______</td>
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<td>______</td>
</tr>
</tbody>
</table>

VI PERSONAL REFERENCES

(List persons -- other than relatives -- likely to know your work skills and abilities)

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. __________________</td>
<td>___________</td>
<td>(_<strong><strong>) <strong><strong><strong>-</strong></strong></strong></strong></strong>__</td>
</tr>
<tr>
<td>2. __________________</td>
<td>___________</td>
<td>(_<strong><strong>) <strong><strong><strong>-</strong></strong></strong></strong></strong>__</td>
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<tr>
<td>3. __________________</td>
<td>___________</td>
<td>(_<strong><strong>) <strong><strong><strong>-</strong></strong></strong></strong></strong>__</td>
</tr>
</tbody>
</table>

ALL APPLICANTS MUST CAREFULLY READ AND SIGN BELOW

I acknowledge that the information I have provided in this application is true to the best of my knowledge. I understand that hiring decisions will be based on this information and if at any time the information provided (in part or in its entirety) is found inaccurate, I may be immediately discharged for that reason alone.

I authorize EMU to investigate my past employment and the information contained herein. I authorize a background check through the state of Michigan. I release from liability all persons, or employers, supplying such information. I understand that such information may also include a record of disciplinary action assessed me by my previous employers, and hereby release such parties from any obligation to notify me of these investigations of my background. I understand that if hired I will be expected to abide by all policies and procedures outlined by the Upward Bound program and Eastern Michigan University.

Signature of Applicant __________________________________________ Date ____________

The Upward Bound program is sponsored by Eastern Michigan University through a grant funded by the U.S. Department of Education Office of TRIO Programs.

Policy on Non-Discrimination

Eastern Michigan University shall not discriminate against any person because of race, color, creed, religion, national origin, gender, age, disability, or sexual orientation. The University shall work for the elimination of improper discrimination in the areas listed above in (1) organizations recognized by the University, and (2) from non-University sources where students and employees of the University are involved.

Equal Opportunity Policy

Eastern Michigan University admits students of either sex, and any race, color, or national or ethnic origin to all the rights, privileges, programs and activities accorded to students of the University. The University does not discriminate against students on the basis of sex, race, color, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other University-administered programs.

For Office Use Only

______ 1  _______ ID

______ 2

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