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| Applicant Information |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Please Answer The Following |

Have you tutored for UB in the past? \_\_\_\_\_\_\_\_\_ YES or \_\_\_\_\_\_\_\_ NO

If yes, which school and what academic year were you a tutor? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tell us about yourself (where you grew up and went to high school, how did you decide to attend St. Olaf College, are you involved in any extra curricular activities)

Check **ALL** academic subjects you feel comfortable tutoring:

|  |  |  |
| --- | --- | --- |
| **Math** | **Science** | **General Subjects** |
| * General Math | * General Science | * Social Studies |
| * Algebra | * Biology | * English/Language Arts |
| * Geometry | * Chemistry | * Foreign Language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Trigonometry | * Physics | * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Calculus | * Earth Science |  |

Please list your previous volunteer/work experiences: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tell us about any experiences you have had in a multicultural setting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What appeals to you about working with students in an educational setting? \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Please Answer The Following |

Do you need field experience hours? \_\_\_\_\_\_\_\_ YES or \_\_\_\_\_\_\_\_ NO

Do you have a student work award? \_\_\_\_\_\_\_\_ YES or \_\_\_\_\_\_\_\_ NO

If **YES**, please answer the following questions:

*Have you worked on campus previously? \_\_\_\_\_\_\_\_ YES or \_\_\_\_\_\_\_\_ NO*

*Work award amount $\_\_\_\_\_\_\_\_\_\_\_\_ Number of jobs you have on campus? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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| Qualifications |

The Upward Bound program relies on tutors to drive St. Olaf vans to the schools each week. Without these individuals we would not be able to continue our tutoring program.

***All tutors who are eligible to drive St. Olaf vans are to complete the online training and test.***

Please answer the following questions to help us better place you:

Do you have a valid driver’s license? \_\_\_\_\_\_\_\_ YES or \_\_\_\_\_\_\_\_ NO

Are you a certified driver through St. Olaf? \_\_\_\_\_\_\_\_ YES or \_\_\_\_\_\_\_\_ NO

Are you 18 years of age? \_\_\_\_\_\_\_\_ YES or \_\_\_\_\_\_\_\_ NO

If no, what month/day is your birthday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Availability |

**Which of the following days/times work best for your schedule?**

***Check all that apply.***

|  |  |  |
| --- | --- | --- |
| * **Tuesdays**   **2:00-6:00 p.m.**  Creative Arts Secondary | * **Wednesdays**   **2:00-6:00 p.m.**  Humboldt High School/Open World Learning or Highland Park High School | * **Thursdays**   **2:00-6:00 p.m.**  Central High School |

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| References |

List three persons and contact information, *other than relatives or personal friends*, who have knowledge of your work experience and/or education.

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone ( ) \_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_

Relationship: ❒ Advisor ❒ Supervisor ❒ Professor ❒ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone ( ) \_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_

Relationship: ❒ Advisor ❒ Supervisor ❒ Professor ❒ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone ( ) \_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_

Relationship: ❒ Advisor ❒ Supervisor ❒ Professor ❒ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Please read carefully:**

**I certify all the information on this application to be true and complete and agree that any incorrect information will be sufficient cause for dismissal. I authorize St. Olaf College to check my statements, and to contact the references and former employers I have indicated. I release St. Olaf College and such references and employers from any liability in making statements to St. Olaf College in connection with this employment application.**

**I understand that in connection with my application for employment, St. Olaf College may ask a consumer reporting agency to run a criminal background check and report on me. I understand that a criminal background check and report is considered a consumer report. I understand that I have the right to request the consumer reporting agency to provide me with a complete disclosure of the nature and scope of the consumer report prepared about me. By signing this application, I authorize St. Olaf College to procure such a report.**

**I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment relationship or contract between St. Olaf College and me, either for employment or the providing of any benefit. No promises regarding employment have been made to me and I understand that any such promise or guarantee would not be binding upon St. Olaf College unless made to me in writing. If an employment relationship is established, I understand and agree that my employment will be at-will, meaning it can be terminated any time at the option of either St. Olaf College or me. I further understand that any agreement for employment will not be for any specific period of time unless so agreed in a formal written appointment.**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**SIGNATURE OF APPLICANT DATE**

*St. Olaf College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, age or any other legally protected class status in its programs and activities. The following person has been designated to handle inquiries regarding St. Olaf College’s non-discrimination policies: Director of Human Resources, Tomson 180, 1520 St. Olaf Avenue, Northfield, MN 55057, phone: (507) 786-3068*