

NMH UPWARD BOUND ACADEMIC YEAR TUTOR APPLICATION

Brief Job Description:

Provide tutoring and homework assistance for high school students in their high school during after school hours. Work under the direction of the academic advisor. Check homework, review tests and quizzes to understand the student's difficulties, review text, help them prepare for tests and quizzes and develop strategies to be more successful.

Skills Needed:

Experience tutoring high school students preferred but we will train the right candidates. Tutors must be punctual, reliable, proactive with the students, and able to work with different learning styles and personalities. Tutors must communicate with advisor well in advance if they need to miss a session. Tutors who understand the challenges faced by low income/first generation youth preferred. Ability to motivate and encourage young people is important.

If you are interested:

- Email or fax this part of the application sgralnick-ub@nmhschool.org
- Make sure you fill out and fax or mail the attached CORI Form to speed up the process. You cannot start with us until we have a cleared CORI.

UB Address, Phone and Fax #:

Upward Bound, One Lamplighter Way, Mount Hermon Ma, 01354

Phone: **Sharon Gralnick** : 413-498-3416 or 413-387-8543

Fax to 413-498-3415

Please fill out the following information:

Name _____ Date _____

Current address _____

Current phone _____

Cell phone _____

E-mail address _____

Social security number _____

College(s) attending/attended _____

Degree or Major _____

Year of Intended College Graduation _____

Are you eligible for work study? _____

Do you have a car? _____

If yes, are you willing to transport other tutors? _____

If you do not have a car, do you have access to transportation to our work sites? _____

Please describe any tutoring or teaching experience you have.

Please circle or highlight the subjects you would feel comfortable tutoring.

Algebra I Geometry Algebra II Pre Calculus Calculus Statistics
Earth Science Biology Chemistry Physics Advanced Biology Anatomy and Physiology
Spanish Chinese French Italian Latin English ESL History

Availability:

Please circle or highlight all schools of interest and indicate days and time available below. This may change but will give you a general idea of our needs.

Turners Falls HS	Greenfield HS	Holyoke HS	Springfield
Mondays 2:30 - 4:00 Wednesdays 3:30 - 5:00	Tuesdays 2:20 - 3:50 Thursday 3:20 - 4:50	Monday 3:00 - 4:30 Tuesday 4:00 - 5:30 Thursday 4:00 - 5:30	Tuesdays 3:30- 5:00 Wednesdays 4:00-5:30 Thursdays 3:00 - 4:30



Northfield Mount Hermon School

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CORI REQUEST FORM

Northfield Mount Hermon School has been certified by the Criminal History Systems Board for access to all criminal case data including conviction, non-conviction and pending. As an applicant/employee for the position of Upward Bound tutor, I understand that a criminal record check will be conducted for conviction, non-conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

Applicant/Employee Signature

APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)

LAST NAME FIRST NAME MIDDLE NAME

MAIDEN NAME OR ALIAS (IF APPLICABLE) PLACE OF BIRTH

DATE OF BIRTH SOCIAL SECURITY # (Requested but not required) MOTHER'S MAIDEN NAME

CURRENT & FORMER ADDRESSES:

SEX: HEIGHT: ft. in. WEIGHT: EYE COLOR:

STATE DRIVER'S LICENSE NUMBER:

***THE ABOVE INFORMATION WAS VERIFIED BY REVIEWING THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION:

REQUESTED BY: SIGNATURE OF CORI AUTHORIZED EMPLOYEE