Roseville Public Library

Literacy Tutor Application

Incomplete applications will not be acknowledged.

Name:

Address: _____

City: _____ Zip code: _____

Home Phone:_____ Cell Phone:_____

Email Address:

_____

Preferred method of contact: Phone email Other:_____

Date of birth: (MM/DD/YYYY) _____

Answer the following questions. If the answer to any of the questions is yes, give a full explanation below.

1. Do you have a disability which may limit your ability to perform the position for which you have applied?
2. Have you, as an adult, been convicted of a violation of the law, excluding minor traffic violations? A YES answer will not automatically disqualify you.
3. Have you ever worked for the City of Roseville? If yes, what position, and when?

_____

Are you available for 6 months, 1 1/2 hours per week (not counting vacations or illnesses)? YES NO

If "No," please explain:

_____

_____

_____

The Roseville Public Library has three locations. Please rank your volunteer location preference:

____ Downtown Library, 225 Taylor Street

____ Maidu Library, 1530 Maidu Drive

____ Martha Riley Community Library, 1501 Pleasant Grove Boulevard

Library hours:

Monday - Wednesday, 10 a.m. - 7 p.m.

Thursday - Friday, 10 a.m. - 5 p.m.

Saturday, 10 a.m. - 5 p.m. (Riley Library only) OR Noon - 5 p.m. (Downtown Roseville & Maidu Libraries)

When are you available for tutoring? (please fill in hours)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						

What was the highest grade you completed?

☐ High School Diploma ☐ GED ☐ Vocational School

☐ Associates ☐ Bachelors ☐ Masters ☐ Doctorate

Have you tutored in the past? ☐ Yes ☐ No (a "no" will not disqualify you from volunteering)

If yes, what subject(s) did you Tutor? _____

For how long? _____

Do you have a Roseville Library Card in good standing? ☐ Yes ☐ No

Do you need help learning how to use the library? ☐ Yes ☐ No

Are you proficient in using computers, including the internet? ☐ Yes ☐ No

Do you have preferences for working with a learner?

☐ Male ☐ Female ☐ No preference

☐ Older ☐ Younger ☐ No preference

Do you smoke? ☐ Yes ☐ No

Is a learner who smokes acceptable? ☐ Yes ☐ No

Tell us about your education, hobbies and interests: _____

_____

_____

_____

What do you value most? _____

What books, movies and music do you enjoy most? _____

_____

List three accomplishments you are most proud of: _____

_____

_____

Do you speak any foreign languages? If so, please list: _____

Would you be interested in teaching or leading workshops for the Literacy program?

☐ Yes, definitely! ☐ I'd consider it ☐ Not interested

Signature: _____ Date: _____

Tutor Matching Sheet

CALIFORNIA Library Literacy SERVICES
A program of the California State Library

Name: _____

Thank you so much for your interest in Literacy Services! The information you provide will help us to register you with Literacy Services and to match you with an adult learner whose limited literacy is an issue in their everyday lives.

What is the best way to reach you? Please check all that apply.

☐ Home phone _____ ☐ Work phone _____

☐ Cell phone _____ ☐ Email _____

When is the best time to reach you? _____

Emergency contact person and phone number _____

How did you hear about the program?

☐ An adult learner
☐ @ Your Library
☐ City of Roseville Volunteer Page
☐ Volunteer Match
☐ Newspapers or magazines
☐ Church or community organization
☐ Other tutors
☐ People at work
☐ Other _____

Please note:

Roseville Library Literacy Services carefully guards the privacy and personal information of both our adult learners and our tutors.

Next, please provide the following information that is required for our reporting to the California State Library. Just so you know, we do not report your name along with this information.

Your gender: □ **Female** □ **Male**

Your age group?

□ **16 – 19**
□ **20 – 29**
□ **30 – 39**
□ **40 – 49**
□ **50 – 59**
□ **60 – 69**
□ **70 – 79**
□ **80 +**

Your racial / ethnic group?

□ **Asian**
□ **African American**
□ **Caucasian**
□ **Hispanic / Latino**
□ **Middle Eastern**
□ **Native American-Alaskan Native**
□ **Pacific Islander**
□ **Other (Specify)** _____

Now we'd like to know a bit more about you! The information you supply is especially helpful to us in pairing you with a learner. Feel free to elaborate if there is anything you'd like to mention that we haven't specifically requested.

What was it that attracted you to Literacy Services and tutoring adult learners? _____

_____

What kind of work do/did you do? _____

What company do/did you work for? _____

If you are a student, what school do you attend? _____

How was school for you? Please describe your school experience. _____

_____

Are you a member of any community groups or civic clubs? No ☐ Yes ☐ If yes, please list them.

_____

What are three of your best qualities? Please don't be shy! We'd really like to know!

_____

_____

Are you open to meeting at a location other than the library, for example a church, coffee shop or park? No ☐ Yes ☐

Are you comfortable: 1) Helping a learner with basic math? No ☐ Yes ☐

2) Introducing a learner to basic computer skills? No ☐ Yes ☐

Although we are not an ESL (English as a Second Language) program, sometimes a learner's first language is not English. Are you comfortable tutoring someone who might need phonics or English pronunciation practice? _____

We care that our learners and tutors enjoy being together. What qualities would you desire in a learner as a good match for you?

_____

_____

_____

And now a big "Thank you!" We value your time and encourage you to review your entries. Feel free to add anything else you'd like us to know about you. You may attach pages or scribble in the margins! The more information you provide, the more likely it is that we will be able to make a wonderful match between you and an adult learner. Thank you again for your interest in Literacy Services!