Upward Bound
Tutor Application

*Application Deadline: Friday, September 8, 2017*
Upward Bound
1501 Mercer University Drive
Macon, Georgia 31207
Telephone (478) 301-2099
Fax (478) 301-5109

Application Instructions:

THE APPLICATION CONSISTS OF THREE (3) PARTS:

PART I - TUTOR APPLICATION and CLASS SCHEDULE
PART II - COLLEGE TRANSCRIPT(S)
(Request From Registrar's Office)
PART III - UB STAFF INTERVIEW (To Be Arranged)

In order to be considered for employment, all forms must be completed and returned.

SUBMIT COMPLETED APPLICATIONS TO:

UPWARD BOUND
MERCER UNIVERSITY
1501 Mercer University Drive
MACON, GA 31207
What is Upward Bound?

**Mission**

The mission of the Upward Bound program is to generate the skills and motivation necessary to prepare disadvantaged and underserved youth for success in postsecondary education.

The Upward Bound program provides fundamental support to participants in their preparation for college entrance. Guided by the belief that education should be available to all persons with the potential to succeed at that level, the program provides opportunities for participants to succeed in high school academic performance and subsequent higher education pursuits. The goal of the program is to increase the rate at which participants complete secondary education, enroll in and graduate from institutions of postsecondary education.

**Who We Serve**

The Mercer University Upward Bound program serves 155 first generation and/or low-income students from the Bibb County area. All of our students are in grades 9-12 and attend one of the six high schools here in Macon. Program participants exhibit “college potential” but often do not recognize or understand their academic and career options beyond high school.

**Program Services**

Students receive numerous services that enhance their social and academic development, including: instruction in reading, writing, mathematics, foreign language and other subjects necessary for success in education beyond high school; academic, financial, and personal counseling; exposure to cultural events; mentoring; career work-study and exploration; tutorial assistance; and assistance with postsecondary opportunities.

Upward Bound offers an Academic Year component in which students receive supplemental instruction in academic, cultural, and social areas, as well as a Summer Residential component, an intensive six-week instructional program requiring students to live on campus during the summer. All services are provided through a federally-funded grant and are free to the participant.

**Program Administration**

Dr. Michelle Currie, Executive Director of Federal Trio Programs and Minority Affairs
Latanya Foster, Educational Specialist
Ken Blair, Educational Specialist
Athea Vanzant, Educational Specialist
TUTOR APPLICATION

PERSONAL DATA

Name: ___________________________ MUID#: ____________

Last First MI

Date of Birth: ____________________ Email: ________________________________

Address: __________________________________________________________________

Cell Phone: _______________ Home Phone: ____________________________

EDUCATIONAL BACKGROUND

Classification: Freshman ___ Sophomore ___ Junior ___ Senior _____ Graduate _____

Major: __________________________ Minor: _____________________________

GPA: ____________

* YOU MUST SUBMIT A COPY OF YOUR COLLEGE TRANSCRIPT WITH THIS APPLICATION (It can be an unofficial transcript.)

List collegiate extracurricular activities and/or leadership positions held:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Discuss your special talents, skills, and/or areas of interest (academic and other).
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Have you ever been subject to any disciplinary action? ______________________________

If yes, please explain___________________________________________________________
Applicant Name: ______________________

____________________________________
_________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Have you ever been found guilty of a crime? ______________________________

If yes, please explain___________________________________________________________

______________________________________________________________________________
______________________________________________________________________________

EMPLOYMENT HISTORY
(Please list current or most recent employer first)

Are you on Work-Study? _____ Yes, I am _____ No, I am not
If so, what is your award amount? My award amount is: $______________

Employer: ____________________________________ Supervisor: ______________
Position Held: ________________________________ From______ To ________
Position Description: _______________________________________________________
_______________________________________________________________________

May we contact? _____ Yes _____ No Phone: ______________

Employer: ____________________________________ Supervisor: ______________
Position Held: ________________________________ From______ To ________
Position Description: _______________________________________________________
_______________________________________________________________________

May we contact? _____ Yes _____ No Phone: ______________

SPECIFIC QUALIFICATIONS
Please indicate your capability in subjects in which you are interested in tutoring
1 = Minimal Capability 3 = Some Capability 5 = Strong Capability

___Algebra I    ___Fundamental Math Skills    ___Computers
___Algebra II   ___Environmental Science    ___Study Skills
___Geometry     ___Biology                  ___Social Issues
___Pre-Calculus ___Chemistry                ___Reading Skills
___Calculus     ___Physics                  ___Writing
___PSAT/SAT Prep ___Performing Arts        ___Literature
(Verbal or Math - circle one) Please specify: _________ Please specify:__________
___Other        ___Foreign Language        ___History
Please specify: _________ Please specify: _________ Please specify:__________
OTHER INFORMATION

Availability: Tutoring is held Monday and Wednesday from 3:30pm-5:30pm. Check mark the day(s) you are available

___ Monday       ___ Wednesday

Are you available Tuesdays or Thursdays (3:30pm-5:00pm)? Yes ____ No ______
Are you available for Saturday work? Yes ____ No ______

REFERENCES (Please provide contact information for one personal and one professional reference)

Name: ___________________________________ Phone: _______________________
Title: ____________________________________ Relationship: __________________

Name: ___________________________________ Phone: _______________________
Title: ____________________________________ Relationship: __________________

Name: ___________________________________ Phone: _______________________
Title: ____________________________________ Relationship: __________________

I certify that all information provided on this application is accurate to the best of my knowledge. I understand that, due to the nature of this work, a background check may be required, and the findings may impact my I acknowledge that the Upward Bound program is an equal opportunity employer and complies with all employment policies dictated by the University.

____________________________________  _____________________________
Applicant Signature                   Date

OFFICE USE ONLY

Applying for Fall or Spring semester? (circle one)
What year? _______

Received/Completed                  Rating
_____Application                   ____
_____Interview                     ____
_____College Transcript            ____
_____Class Schedule                ____
Human Resources

CRIMINAL HISTORY CONSENT FORM

I hereby authorize Mercer University to receive any criminal history record information pertaining to that which may be in the files of any state or local criminal justice agency.

Print Full Name (First, Middle, Last)

Address

City, State and Zip Code

Sex  Race  DOB

Social Security Number

Signature

Notary Signature & Date  Date

*Copy of driver’s license must be attached to this form.*

Note: This authorization is valid for 180 days from date of signature.

1501 Mercer University Drive  Macon, Georgia 31207-0001
(478) 301-2786

Revised 12/19/14