



# Roseville Public Library

## Literacy Tutor Application

*Incomplete applications will not be acknowledged.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Preferred method of contact:  Phone  Email

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.

- Do you have a disability which may limit your ability to perform the position for which you have applied?  Yes  No
- 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.  Yes  No
- Have you ever worked for the City of Roseville? If yes, what position, and when?  Yes  No

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

Are you available for 6 months, 3 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 am – 7pm and Thursday - Saturday, 10 am – 5pm

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

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						



# Tutor Matching Sheet

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
- At the 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 details 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. We do not report your name 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 additional you would like to mention that is not 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 to make a good match for you?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Thank you!** We value your time and encourage you to review your entries. Feel free to add anything else you would like us to know about you; attach pages or scribble in the margins, as needed. 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!