

COMMUNITY CONNECTION SERVICES TUTORIAL DEPARTMENT

Criteria for Employment with the Tutorial Program

The Tutorial Program (TP) at Community Connection Services is a comprehensive academic support program. It aims to help students develop a broad understanding of Math and Reading, along with a strong foundation in independent learning.

CRITERIA

1. Fill out a tutor employment application with Community Connection Services by the specified deadline.
2. Complete the Police Athletic League Background Check and Volunteer Form at the following web address: <https://fortmyerspal.net/get-involved>.
3. Read, understand, and sign the Sexual Abuse and Molestation information included in this tutorial job application package.
4. Demonstrate proficient communication skills, including evidence of satisfactory written competency in your cover letter.
5. Present satisfactory recommendations from your home community (non-relatives).
6. Exhibit moral, social, and ethical behavior commensurate with professional competency and exhibit evidence of no impairments that would preclude tutoring success.
7. Submit a satisfactory Criminal Background Check.
8. Be interviewed and officially recommended by a member of the Community Connection Services Administration.
9. Achieve satisfactory results on evaluations as requested by the Community Connection Services Administration.
10. Tutors who do not meet the established criteria for employment with the Tutorial Program or who are denied may submit a written request for reconsideration to the Tutorial Committee for further review.

The Director of the Tutorial Program will notify TP candidates regarding the official results of the Administrator's decision. This notification will be made within one week.

The Committee may recommend dismissal from the Tutorial Program at any time that a tutor's social, academic, personal, or professional conduct is found to be unsuitable for the tutorial program.



**Community Connection Services Tutorial Program
Biographical Inventory and Application
for Employment with the Tutorial Program**

Purpose of this application: You are to complete this document to supply information that will be used to determine your eligibility and qualifications for Employment with the Tutorial Program at Community Connection Services.

Personal Information:

1. Name _____ 2. SSN _____

3. Date of Birth _____ 4. Place of Birth _____

5. Home Address _____
(Street or apt.) (City) (State) (Zip)

6. Email Address _____
(Home) (ALC)

7. Home Telephone _____ 8. ALC Telephone _____ 9. Cell _____

10. Planned Program of Study ____ P-5 ____ 5-9 ____ 8-12 Content Area _____

11. Family Data: No. of sisters _____ No. of brothers _____, Your rank in birth _____

12. Parents' or Guardians' Names _____

13. Address of
Parents/Guardians _____

14. High School from which you graduated: _____ Date: _____

15. Size of your high school graduating class: _____ Your Rank in that class: _____

16. List below in outline form a record of main (summer or full-time) employment. Include work as an aide, tutor, etc. Use the back of this page if the space below is inadequate.

1. List any people-related, unpaid experiences you've had in informal settings, such as occasional babysitting, school or community volunteering, church activities, or musical groups.

17. What special talents, abilities, or experiences do you have that would help make you an effective tutor? (Include college experiences, clubs, organizations, sports, office help, honors, etc.).

18. How do you like to spend your leisure time?

19. How do you deal with problems that arise in your interpersonal relationships with others (workers, tutors, etc.)?

20. Describe one experience you have had with a child or children in your background that you feel was successful.

21. What was your previous GPA? ____

22. What is your employment status (employed, unemployed)? _____

23. Who is your employer? _____

IMPORTANT NOTE: YOUR APPLICATION WILL NOT BE CONSIDERED BY THE TUTORIAL COMMITTEE UNTIL THIS APPLICATION IS COMPLETE

Community Connection Services Tutorial Program
Checklist for Employment in the Tutorial Program
(To be Verified, Signed, and/or Initialed by CCSI Tutorial Program Administration)

Tutorial Candidate _____ **SS#** _____ **Major** _____

TO BE COMPLETED BY THE TUTORIAL COMMITTEE

_____ Employment Granted (Comments in the space provided below)

_____ Employment Denied (List reason(s) admission was denied

below) Comments:

TP INTERVIEWING COMMITTEE MEMBERS' SIGNATURES:

Director of Tutorial Program: _____ **Date** _____