I would like to tutor in READING ____ MATH ____ (Check ONE)

University of Southern California
Joint Educational Project
USC ReadersPLUS

Application for Employment - Fall 2017

Name: ___________________________ 10 digit USC Card No. ___________ Date: ______

Please check one box in each column:

___ I have federal work-study.

___ I do not have federal work-study, but I have completed a FAFSA for Financial Aid.

___ I do not have federal work-study and did not apply for Financial Aid.

Your application will not be considered complete unless ALL of the following are completed/included:

☐ A two-day pre-service training is MANDATORY. Training will be held on two Saturdays: September 9th and September 16th from 9am - 3:30pm each day. You MUST be able to attend both days of training in order to apply to our program. No make-up training will be conducted.

☐ All application documents for employment must be received by the JEP House no later than 5pm Friday, September 1st, 2017.

☐ A letter of recommendation. This letter need not be from a professor, but should be written by whomever you feel can best address your competence and reliability demonstrated in a similar position (i.e. other work or volunteer experience tutoring, related community service experience) or your capability to hold this sort of job. (This must be written on letterhead and may be submitted by either email or regular mail).

_________________________________ ___________________________
Name of recommendation author Date recommendation sent
(Must arrive no later than Wed., 9/6 at noon)

☐ I am an NAI Scholar (no letter of recommendation required)

☐ A copy of your most recent financial aid award letter, if you receive financial aid.

☐ The attached work availability grid.

Please note:

♦ Because this program is based in schools, tutors must work at the school sites between the hours of 8:30 AM and 5:00 PM. Tutors must have a minimum of 6 hours per week to commit and may work up to 20, depending on availability and work-study award amount.

♦ Readers may not split their work-study awards between this program and other departments on campus.

I have completed the above listed requirements and certify that all information recorded on this application is true and correct.

_________________________________ ___________________________
Applicant Signature Date
General Information:

Local Address: __________________________  Permanent Address: __________________________

City: __________________________  City: __________________________

State: __________________________  State: __________________________

Zip Code: __________________________  Zip Code: __________________________

Phone: (____) _____________  Phone: (____) _____________

Mobile: (____) _____________  Emergency contact phone: (____) _____________

Email address: __________________________  Emergency contact name and relationship: __________________________

Personal Information:

MAJOR: __________________________

STATUS: ______ Freshman ______ Sophomore ______ Junior ______ Senior ______ Graduate

EXPECTED GRADUATION DATE: Semester __________ Year __________

Have you ever worked on a USC campus using Federal Work-Study? Yes ______ No ______  When? __________________

Do you have a car? [ ] Yes [ ] No ______  Are you willing to offer others a ride? [ ] Yes [ ] No

Do you have a bike? [ ] Yes [ ] No

Do you speak a language other than English? ______  Spanish ______  Other (please specify) __________________________

[ ] none [ ] a little [ ] moderate [ ] fluent

Placement preference (rank):

Foshay Learning Center ______  Weemes Elementary School ______
John Mack Elementary ______  Alexander Science Center ______
Norwood Elementary School ______  32nd Street School ______
Vermont Elementary School ______  No Preference ______

How did you hear about us?

DT Ad ______  SC Connect ______  Friend ______
USC Hub ______  Class Presentation ______  Involvement Fair ______
Club/Org Announcement ______  Flyer ______  Work Study Fair ______
Work Study Email/ Tweet ______
Relevant Experience

Explain your knowledge of and experience within an inner city community, including any specific community service experiences you have had.

Please list below other commitments you have during the upcoming academic year, including affiliations with other organizations, plans for overseas study, etc.

References

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Employment History

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University of Southern California
Joint Educational Project
USC Readers^Plus
Fall 2017

Name (first, last) ______________________________________ Site __________________
Local phone __________________________ Cell phone ____________________________
E-mail address ________________________________

Please mark ALL hours you are available to work at the school. (Remember to allow extra time for transportation to and from the sites, about 30 mins.) Write the preferred number of hours that you would like to be scheduled per week below the completed grid.

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☐ If possible, I would like to be scheduled to work _______ hours per week (must be at least 6)

☐ I would be interested in working with a JEP partner program – Kinder to College - on Saturday mornings when offered

Please return this application and all accompanying documents to the JEP House:
Tina Koneazny * 801 W. 34th Street Los Angeles, CA 90089 * koneazny@usc.edu * 213.740.1834
Due Date: **Friday, September 1st** (Letters of Recommendation by Wednesday, September 6th)
PLEASE NOTE: Job Responsibilities for USC Reader/Math Mentor

Working as a USC Reader or Math Mentor requires a high level of responsibility due to its primary goal of bringing about student growth in academic achievement and self-confidence. Please review the list below of pertinent job responsibilities prior to applying:

• Must have at least SIX hours to commit to working at assigned school each week.

**** NOTE: The large majority of your working hours must be filled between the hours of 8:30 – 2pm when schools are in session, in order to provide the individualized academic assistance that is our program’s primary focus. Additional hours may be available assisting in after school programs at each site, between the hours of 2:30 – 5:00pm.

• Attendance is required at mandatory weekly staff meetings for each school site. Days and times to be determined by your assigned school site coordinator.

• One additional mid-semester training (date and time to be determined) is mandatory for all students each semester.

• Submission of regular paperwork must be completed and turned at the end of each week (one piece of paperwork per week). On-line timesheets must be submitted on time biweekly in order to be paid.

• Attendance at one-on-one student summary meetings with graduate coordinators to discuss the goals and progress of neighborhood students with USC ReadersPlus graduate staff is required twice each semester (at the JEP House).

• Consistent communication with school site coordinator and USC ReadersPlus central office staff, requiring attentiveness and response to email on a regular basis.