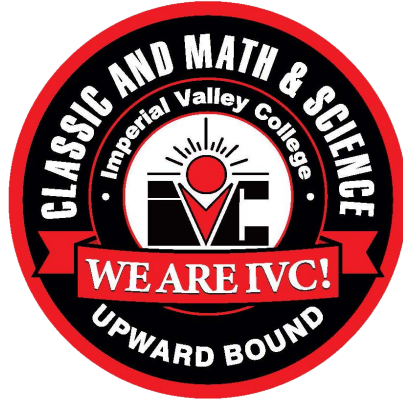


Imperial Valley College Upward Bound Program

2022-2023 Employment Application



Dear Upward Bound Applicant:

Thank you for your interest in the Upward Bound Program at Imperial Valley College. The following checklist is provided for your assistance in ensuring your application is complete. The following documents are required and must be submitted:

- _____ **Resume**
- _____ **Completed application**
- _____ **Unofficial transcripts**
- _____ **Upward Bound Experience or Alum** _____ **years in program**

Please verify that your application is complete by checking each applicable item. Please sign and date the checklist and return it with your Application for Employment.

Signature: _____ Date: _____

Imperial Valley College

Upward Bound Program

Application for Employment

Position Applying for : _____ Date of Application: _____

PERSONAL DATA:

Last Name: _____	First Name: _____	MI: _____
Address: _____		Apt. #: _____
City: _____	State: _____	Zip Code: _____
Home Phone # (_____) _____	Cell Phone #: (_____) _____	
Social Security #: _____ - _____ - _____	Date of Birth: _____ IVC G# _____	
E-mail Address: _____		

EMERGENCY CONTACT:

(Provide information of a relative or friend who does not live with you, but who may be contacted in the event of an emergency)

Last Name: _____	First Name: _____	MI: _____
Address: _____		Apt. #: _____
City: _____	State: _____	Zip Code: _____
Home Phone # (_____) _____	Cell Phone #: (_____) _____	
Relationship: _____	Work Phone #: (_____) _____	

EDUCATIONAL BACKGROUND:

High School Education: (Circle highest level of education) 1 2 3 4 5 6 7 8 9 10 11 12
School: _____ Location: _____
College or University
School: _____ Location: _____
Dates Attended: From: _____ (mo/yr) To: _____ (mo/yr) Degree: _____ No. of Units: _____
Major: _____
Other trade, technical, business, or military courses that relate to this position: _____

Instructional Credentials: _____ First Aid Certificate: _____
Type: _____ Date Issued: _____ Credential #: _____
Issued By: _____ Date expires: _____ State: _____
College Students:
Last Math Class Taken: _____ Grade Received: _____
Last English Class Taken: _____ Grade Received: _____

When do you expect to complete your current college education? _____

What type of employment do you plan to pursue after you graduate? _____

Do you plan to apply or enroll in graduate school? If so, what is your ultimate educational goal? _____

TUTORIAL EXPERIENCE:

MATH:	<input type="checkbox"/> Algebra I/CPM I	<input type="checkbox"/> Geometry/CPM II	<input type="checkbox"/> Algebra II/CPM III
	<input type="checkbox"/> Math Analysis	<input type="checkbox"/> Calculus	<input type="checkbox"/> Trigonometry
ENGLISH:	<input type="checkbox"/> Language & Composition	<input type="checkbox"/> American Literature	<input type="checkbox"/> World Literature

What subjects are you most qualified to tutor? (Please List) _____

Are you willing to participate in a Math assessment to evaluate your skill level? YES NO

Do you speak any language other than English? (Please List) _____

Do you have an interest or strong skill related to science, computers or STEM? YES NO

If yes, please describe: _____

Were you enrolled in Upward Bound when you were in high school? YES NO Years _____

Have you worked as a tutor previously with UB or UBMS? YES NO Years _____

List the last Math & Science class you completed in high school: _____

Have you ever applied to any other position at IVC? YES NO If so, which job? _____

Have you ever worked in any other department at IVC? YES NO If so, which department? _____

Are you related to any employee(s) at IVC or Upward Bound? YES NO

If so, please name the employee(s) and relation: _____

Do you have computer or laptop with video conferencing capabilities? YES NO

Do you have dependable and strong Internet connection at home? YES NO

Are you experienced with ZOOM software? YES NO If yes, rate your skill level between 1-10: _____

Are you experienced with Canvas software? YES NO If yes, rate your skill level between 1-10: _____

Are you experienced with Google Docs? YES NO If yes, rate your skill level between 1-10: _____

Are you experienced with Khan Academy? YES NO If yes, rate your skill level between 1-10: _____

Please describe any other educational or related computer skills: _____

Do you have a Driver's License? YES NO If yes, for how many years? _____

Driver's License # _____ State: _____

Do you have your own vehicle? YES NO If yes, please provide make and model: _____

Do you use a family member's vehicle? YES NO If yes, who is the owner of the car? _____

Do you have auto insurance for this car? YES NO Are you covered under this insurance? YES NO

Car Insurance Name: _____

Please list your previous experience with youth aside from Upward Bound (e.g. Tutoring, Mentoring, Teacher aide, Camp Counselor, Coach, etc.) Have you worked one-on-one with a youth? _____ YES _____ NO

Please name the position and workplace(s): _____

EMPLOYMENT HISTORY: (List from present or most recent to past employers)

Employer: _____ Supervisor: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Dates Employed: From: _____ (mo/yr) To: _____ (mo/yr) Wages: Begin: _____ End: _____ per: _____ (hr/wk/mo) Description of duties performed: _____ Reason For Leaving: _____
Employer: _____ Supervisor: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Dates Employed: From: _____ (mo/yr) To: _____ (mo/yr) Wages: Begin: _____ End: _____ per: _____ (hr/wk/mo) Description of duties performed: _____ Reason For Leaving: _____
Employer: _____ Supervisor: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Dates Employed: From: _____ (mo/yr) To: _____ (mo/yr) Wages: Begin: _____ End: _____ per: _____ (hr/wk/mo) Description of duties performed: _____ Reason For Leaving: _____

REFERENCES:

Last Name: _____ First Name: _____ MI: _____ Address: _____ Apt. #: _____ City: _____ State: _____ Zip Code: _____ Home Phone # (_____) _____ Work Phone #: (_____) _____ Ext. _____ Occupation: _____
Last Name: _____ First Name: _____ MI: _____ Address: _____ Apt. #: _____ City: _____ State: _____ Zip Code: _____ Home Phone # (_____) _____ Work Phone #: (_____) _____ Ext. _____ Occupation: _____

I hereby certify that all statements on this application are true and complete to the best of my knowledge and belief.

I understand that false statements on application material, constitutes fraud in securing employment and is basis for non-retention under the California Education Code.

Do you agree that upon hire as a tutor you will abide by all IVC Upward Bound tutorial guidelines and procedures?
Do you also agree that you will maintain a G.P.A. of at least 3.0 in your current college courses. **YES NO**

Signature: _____ Date: _____

Name: _____

Tutor Essay Instructions and Class Schedule Form

Upward Bound Classic & UBMS

Minimum qualifications to tutor:

1. Current student enrollment in at least 6 units
2. Earned a "B" or higher in the subject area to be tutored
3. Cumulative grade point average of 3.0
4. Must provide grades for 2021-2022 school year.
5. Attend monthly trainings (usually on Friday morning or at end of day).

Tutors may work up to 10-18 hours per week. How many hours are you available to work? _____
Upward Bound serves students throughout Imperial County. Please name below the areas you can travel:

Location Preference	

I am available to tutor at these times (mark with an X):

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
8-9						
9-10						
10-11						
11-12						
12-1						
1-2						
2-3						
3-4						
4-5						
5-6						
6-7						