

BUILD Interview and Orientation Schedule for Fall 2011

Thank you for your interest in this program. BUILD is an exciting program that offers students the opportunity to utilize their Federal Work-Study award while participating in a community service endeavor in the Boston and Chelsea public schools. This year approximately 180 tutors will be working in 14 in-school, after-school, and hospital sites.

The starting pay rate for BUILD tutors is \$10.25 per hour. Tutors will be paid for orientation, training, travel time, and tutoring. **All positions require an interview** (please see schedule below). During the interview, prospective tutors will be given detailed descriptions of the available tutoring locations and their hours of operation.

The basic BUILD tutoring requirements are as follows:

- Minimum of 6 tutoring hours per week on at least two separate days.
- Attendance at bimonthly debriefing and training meetings with the lead tutor.
- Travel to and from tutoring site.
- Conferencing with classroom teachers and/or BUILD site coordinators.

The schedule for the interview and orientation of tutors Fall 2010 is as follows:

Interviews and Hiring Day:

Saturday, September 17th, 10 a.m.

Mandatory All Tutor Training:

Saturday, September 24th, 10 a.m. - 1:30 p.m.

Tutor Orientation at sites:

Week of September 26th

Tutoring Begins:

Week of October 3rd

If you have any questions or concerns, or for any reason are unable to attend the Saturday, Sept. 24th training due to religious observance, please contact one of the graduate coordinators for alternate training at 617-353-5192 or build@bu.edu.

Please note that eligibility to participate in the BUILD program is contingent upon receipt of a work-study award for the 2011-2012 academic year.

**BOSTON UNIVERSITY INITIATIVE FOR
LITERACY DEVELOPMENT (BUILD)**

Tutor/Lead Tutor Application Form

Work-Study Office Use Only:

Date Reviewed by Work-Study _____

Current Work-Study Award? Y N

Award Amount/Balance _____

Application for: _____ **Tutor**
(please check one) _____

Lead Tutor (Please note that previous *related* experience is required for the lead tutor position). If you are applying for the Lead Tutor position, please submit a resume with this application.

Date Submitted _____

Name _____ BU I.D.# _____

School/Major _____ / _____ Expected Graduation Date _____

Local/Academic Year Address _____

Academic Year Phone Number (____) _____ E-mail address _____

Permanent Address _____

Permanent Phone Number (____) _____ E-mail address _____

Cell Phone Number (____) _____

Please list teaching/tutoring experiences that you have had with children (indicate ages) and/or adults. Please include the nature, duration and location of the instruction.

Have you had other jobs or relevant experiences involving children? Please describe.

Please describe any experiences (and/or coursework) that you have had that would help your understanding of interactions in a multilingual, multicultural, and/or urban setting.

(continued on reverse)

Is English the primary language spoken in your home? _____

If not, what is the primary language? _____

Are you a proficient reader in this language? _____

Identify any other languages that you speak/understand and read. Please indicate your level of proficiency.

Please tell us why you would like to work with the BUILD program.

Do you have any concerns about working with the BUILD program?

Please choose one:

_____ I prefer to work in schools during the normal class hours (9:00-2:30).

_____ I prefer to work in an after-school program (1:30-6:00).

Work-Study award information:

Will you have another Work-Study job other than BUILD? Yes No

_____ If you are interested in working more than the minimum requirement of 6 hours, please indicate the ideal number of hours you would like to work per week.

For Spring semester, are you planning to:

_____ Student teach?

_____ Study abroad?

_____ Do a practicum?

_____ Other? (Please explain) _____

Please return this completed application to the Work-Study Office by mail or fax.

Work-Study Office
881 Commonwealth Avenue
Boston, MA 02215
Fax: (617) 353-9200

In signing this form, I agree to allow a CORI (Criminal Offenders Records and Information) background check to be completed on me. I realize that this is a State requirement for anyone who works in the public school system. Please complete attached CORI form.

Signature _____ Date _____

Name (please print) _____	FOR OFFICE USE ONLY
B.U. ID # _____	
E-Mail Address _____	
Phone # for Academic Year 2009-2010 _____	
	Site Assignment: _____
	Times: _____

Availability

In the table below, please indicate with an “X” times that you are **NOT** available. **Blank time slots on the table will tell us when you are available to work.** Please take into consideration travel time between class and work (usually 15 – 45 minutes).

For example, this tutor CANNOT work Monday from 9-noon, Tuesday from 10-noon, or Friday from 9-noon. Student can work Wednesday morning.

	Monday	Tuesday	Wednesday	Thursday	Friday
8 – 9					
9 – 10	X				X
10 – 11	X	X			X
11 – noon	X	X			X

COMPLETE THIS TABLE:

	Monday	Tuesday	Wednesday	Thursday	Friday
8 – 9					
9 – 10					
10 – 11					
11 – noon					
noon – 1					
1 – 2					
2 – 3					
3 – 4					
4 – 5					
5 – 6					
6 – 7					
7 – 8					



CORI/SORI REQUEST FORM
PLEASE PRINT CLEARLY

BOSPS
FEE CODE

Pursuant to Massachusetts General Laws, Chapter 71, Section 38R, I hereby authorize the Boston Public Schools to obtain and review my Criminal Offender Record Information (CORI) as provided by the Criminal History System Board. Boston Public Schools has been certified by the Criminal History Systems Board for access to BOSPS (conviction, non-conviction, and pending criminal case data). Additionally, I authorize Boston Public Schools to use local and national sexual offender registry information to determine if I pose an unreasonable risk to the children within Boston Public Schools. **ALL FIELDS ARE MANDATORY**

School/Dept/Name of Requestor: Your Email or Phone:			
<input type="checkbox"/> Employee <input type="checkbox"/> Non-Employee Position Title:			
Last Name:		First Name:	
Current Address:			
Former Address:			
Maiden/Alias Name (if applicable):			
Birth date:		City in which you were born:	
Social Security Number:	____ - ____ - ____	Mother's Maiden Name:	
Driver's License State and Number:		Demographics:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female Height: ____ Feet ____ Inches Eye Color: <input type="checkbox"/> Brown <input type="checkbox"/> Blue <input type="checkbox"/> Green
<i>Prospective Employee Signature:</i>			
<i>Date:</i>			
For Internal BPS USE ONLY			
<i>Which Form of Gov't Issued Photo ID used:</i>		Driver's License Passport Other _____	