Thank you for your interest in this exciting program. BUILD offers students the opportunity to utilize their Federal Work-Study award by participating in an impactful community service endeavor as a math and/or literacy tutor for Boston public schools.

**The basic BUILD tutoring requirements are:**
- Minimum of 6 tutoring hours per week on at least two separate days at one site.
- Attendance at monthly debriefing and training meetings with the lead tutor(s).
- Travel to and from tutoring site.
- Communicating with classroom teachers and/or BUILD site coordinators.
- Mandatory attendance at the All Tutor Training (Fall and Spring) and one professional development training/per semester
- MUST have a work-study award or be work-study eligible
- Tutors must clear Criminal Offender Records Information (CORI) and Sex Offender Registry Information (SORI) background checks to work for BUILD. These checks can take up to 2-4 weeks to complete.

The starting pay rate for BUILD tutors is $13.25 per hour. Tutors will be paid for orientation, training, monthly meetings, travel time, and tutoring. **All positions require an interview.** If your skills match the needs of the organization someone from the BUILD office will contact you to schedule an interview.

**Tentative schedule for Fall 2017:**

- Tutor Interviews: *Priority Application Deadline: August 31*
  Interviews will be held in the first weeks of September.
- *Mid-semester:* We have a rolling application process and will be accepting applications and conducting interviews throughout the semester.

- **Mandatory New Tutor Training:** Thursday, September 14, 8pm-9pm
- **Mandatory All Tutor Training:** Saturday, September 23 8am-2pm
- **Tutor Orientation at Sites:** Week of September 25th
- **Tutoring Begins:** Week of September 25*
  * Start date is contingent upon the results of your CORI background check. You may *not* begin tutoring until you are approved.

If you have any questions or concerns, please contact BUILD at 617-353-5192 or build@bu.edu. **Please return this completed application by mail, e-mail, or personal delivery to:**

- **BUILD Office**
  BU School of Education
  2 Silber Way, Room 445
  Boston, MA  02215

Please note that eligibility to participate in the BUILD program is contingent upon receipt of a work-study award for the 2017-2018 academic year.
Tutor/Lead Tutor Application Form

Do you have a work study award? (Please check one) _____ Yes _____ No

Date Submitted ________________________ BU I.D.# _______ ___ ________

Full Name ____________________________________ Birth Date _____________

Preferred First Name____________________ Gender Pronouns__________________

School/Major _____________ / _____________ Expected Graduation Date ______

Local/Academic Year Address _____________________________________________

_____________________________________________________________________

Phone Number (_____)__________________ BU E-mail address __________________

Permanent Address _____________________________________________________

_____________________________________________________________________

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 school setting.

_____________________________________________________________________

FINAL 7/11/2017
Identify languages that you speak, understand, and/or 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).

*Your BUILD schedule will depend largely on your availability, which you will describe on the last page of the application.

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.

Please return this completed application by e-mail, mail or personal delivery to:

BUILD Office
Two Silber Way, Room 445
Boston, MA  02215
build@bu.edu
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.** Two slots of similar availability (e.g. 1PM-5PM on Tuesday and Friday; 8AM-noon on Monday and Thursday) are required for site placement.

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

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