

01/20

Office Use:

___ CASA tutoring is my field placement/community service for: _____

Name _____ E-mail Address _____

Telephone: Cell _____ Home/Local/Other (please specify) _____

Campus/Local Address _____
Residence Hall/Apt. _____ Off Campus Address _____

Home/Permanent Address _____

Please provide the preferred means for us to contact your parents/family with CASA updates:

Name: _____ Email: _____

Mailing address: _____

Hope ID # _____

Student Status: ___ First Year ___ Sophomore ___ Junior ___ Senior ___ Other: _____

Major _____ Minor _____

Campus clubs and organizations: _____

Hobbies or Interests: _____

Please briefly describe any previous work experience with children in educational programs or tutoring (paid or volunteer):

Previous Work Experience:

<u>Dates</u>	<u>Company</u>	<u>Job Title</u>	<u>Type of Work</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Personal References: (Please provide at least one Hope College reference, if possible):

<u>Name</u>	<u>Company/Department</u>	<u>E-Mail</u>

Are you CPR certified? Yes ___ No ___ Other certifications: _____

___ I am interested in a PAID transportation position : ___ CASA van driver ___ CASA bus rider.

___ I currently have a valid driver's license that I have held for at least two years.

___ I have a clean driving record.

___ I receive financial aid under the work-study program.

___ Yes, I speak another language (please list):

___ Yes, I have been a CASA tutor before. Dates (approximately):

Special requests or comments:

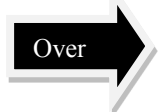
Please indicate the days and times you are available to tutor:

___ **Monday/Wednesday 3:35 – 5:35 pm**

___ **Tuesday / Thursday 3:35 – 5:35 pm**

___ **Available for ALL / No preference**

___ Yes, I am willing to tutor a small group of 2 - 3 students.



I. CASA Tutor Job Description - Volunteer Tutor Applicants Only

CASA tutors are one of the most important elements of the CASA program. By volunteering to work with underrepresented children, our tutors provide a vital, caring, one-on-one mentoring relationship that encourages each child's succeed. Your commitment to the following responsibilities is essential:

1. Attend Tutor Orientation, In-Service Training, and supervision sessions.
2. Tutor two (2) afternoons per week (M/W or T/TR) for two (2) hours each day per semester, unless otherwise noted.
3. Sign in on time and select appropriate work materials in advance.
4. Follow the CASA daily program schedule and use tutoring and enrichment time as instructed by CASA staff.
5. Encourage positive behavior in our children by modeling good listening skills and promoting an atmosphere of safety, mutual respect, and acceptance.
6. Complete and submit daily reports for tutorial sessions.
7. Remain in the designated CASA rooms for the duration of each day's program.
8. Notify the CASA office **BY NOON** if you will be late or unable to work on the day scheduled.
9. Discuss student progress, challenges, and behavioral concerns with the CASA staff.
10. Treat sensitive information from or about your child in a professional manner and follow up with CASA staff.
11. Follow state laws which require reporting of all abuse and/or neglect to the proper CASA authorities.
12. Serve as role models for CASA students by promoting and displaying appropriate behavior and dress. Inappropriate behavior, including consumption of alcohol, public intoxication, use of illegal substances, abuse of legal substances, profanity, or harassment will result in immediate termination.
13. Offer only appropriate comments about CASA and about those who provide support (i.e. teachers, counselors, parents, and social workers).
14. Promote the welfare of CASA by referring questions, concerns, or suggestions to the CASA staff.

I have read, understood, and agree to follow the above CASA Tutor Job Description.

Signature _____

Date _____

II. Background Check – All Applicants READ CAREFULLY --THIS DOCUMENT CONTAINS A RELEASE (non-certified)

As a prospective employee or volunteer of Children's After-School Achievement (CASA), I understand that it is this agency's policy to secure conviction criminal history information as part of their pre-employment and volunteer participation screening process using the information provided below. Further, I understand that my signature on this application grants CASA permission to verify my academic and behavioral records.

NAME: _____

Last

First

Middle

BIRTHDATE: _____

RACE: _____

SEX: _____

I understand that the above information is required by the central records division of the Michigan State Police, Lansing, Michigan. I authorize and unqualifiedly grant permission to CASA and its administration to make inquiries and to obtain any records from child protection agencies, law enforcement and/or judicial authorities to determine whether any record of criminal conviction exists and whether there are any felony charges pending against me, including the nature of the offenses. I understand that if I work or volunteer for CASA, this consent form will become part of my personal file and that any misrepresentation, misleading or untruthful statement, or omission is cause for dismissal should I become a participant in CASA.

I do hereby release CASA, its individual Board members, employees, and/or agents from any and all claims and/or liability whatsoever for any damages or consequences which may result from the pre-employment investigation and/or physical examination, including the drug screening test (if applicable), related to my consideration for participation in CASA programs.

Signature _____

Date _____

III. Publicity Release – All Applicants

I give permission for CASA to use my image (photos, digital, video), sound recordings of my voice, and any materials that I submit during my affiliation with CASA.

Signature _____

Date _____

Return to: 263 College Ave., Hope College Graves Hall B-40 PO Box 9000 Holland, MI 49422-9000
Phone:(616)395-7944 Fax: (616)395- casa@hope.edu www.hope.edu/casa