

**TRIO Upward Bound Tutor Mentor Application**  
**PennWest University – Clarion**

Please return this application and all supporting materials to Chanin Carlson, **219 Ralston Hall**, no later than **April 20 or until filled**. To submit via mail, send all materials to: TRIO Upward Bound, PennWest University - Clarion, Attn: Ms. Chanin Carlson, 840 Wood Street, Clarion, PA 16214. This application may be submitted electronically to [ccarlson@pennwest.edu](mailto:ccarlson@pennwest.edu).

**Part I: Personal Data**

Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

University attending: \_\_\_\_\_

Degree/Major: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Anticipated Month/Year of Graduation: \_\_\_\_\_ Birthdate: \_\_\_\_\_

High School: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Please indicate circle your t-shirt size (for those hired).

S    M    L    XL    2X

**Part II: Experience**

Please include a resume that includes details about your most recent work experiences. Include experiences and/or skills that relate to the duties of this position as outlined in the cover sheet.

**Part III: Related Interests and Abilities**

Keeping in mind that tutoring is a significant part of this position; please check the **high school subject areas** in which you could tutor:

___ Algebra I	___ Biology	___ Japanese	___ Careers
___ Algebra II	___ Chemistry	___ Spanish	___ History
___ Calculus	___ Physics	___ Writing	___ Study Skills
___ Geometry	___ Literature	___ Public Speaking	
___ Trigonometry	___ Other: _____		

Please list academic interest areas, hobbies, sports, or other activities in which you would lead programs for UB students.

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**Part IV: Questions**

Please provide detailed responses to the following questions on separate sheets of paper.

1. Why are you interested in the position with Upward Bound?
2. Please describe what you understand your role as a Tutor Mentor to be during the summer program.
3. Is it always necessary to follow program policies?
4. What types of misbehavior are typical of high school students? In your experience, what are effective methods of correcting the behavior?

**Part V: References**

Please have two professional references who can speak knowledgeably about your experience, skills, abilities, and character to complete and return a reference form to the Upward Bound office before April 20. References written by friends and/or relatives, even if you have worked with them, will not be accepted.

Please indicate below who will be submitting your references.

	Name	Relationship
Reference Form #1		
Reference Form #2		

**Reference Form –  
TRIO Upward Bound Tutor Mentor  
PennWest University – Clarion  
Summer 2023**



\_\_\_\_\_ has applied for a position as a Tutor Mentor with TRIO Upward Bound at PennWest University – Clarion. In this capacity, the applicant will work closely with college bound high school students (grades 9-12) who are participating in a six-week academic summer program on the campus of PennWest University. The applicant will need to maintain discipline, provide tutoring and other guidance, and lead group activities. At times, the applicant may be solely responsible for the safety and well-being of minors. Please provide your feedback on the applicant and comment as necessary.

Quality	Outstanding	Satisfactory	Unsatisfactory	Unsure
Work ethic				
Attitude				
Maturity/professionalism				
Relationships with others				
Willingness to adapt to change				
Ability to maintain confidentiality				
Dependability/reliability				
Integrity				
Communication skills				
Initiative				
Patience				
Ability to accept and utilize constructive criticism effectively				

Questions	Yes	No	Unsure
Do you believe that this applicant has the emotional and social maturity to work with teenage minors in a highly demanding residential program?			
Do you have any reservations about the applicant’s qualifications for this position?			

Additional comments (attach an additional page if desired):

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Your Name \_\_\_\_\_  
 Relationship to Applicant \_\_\_\_\_  
 Telephone Number \_\_\_\_\_

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 Thank you!

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TRIO Upward Bound Tutor Mentor  
PennWest University – Clarion  
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