Grand Rapids Community College
Upward Bound Program

Informational Application & Questionnaire

Personal History
Name: ____________________________________________

Last              First                Middle Initial

Address: ____________________________________________

City: ______________ State: ___________ Zip: ___________

Telephone Number: ___________________________ Phone: _______________________

Gender: F   M

U.S. Citizen: _______________ If no, do you have a Resident Visa? _______________

Have you ever been convicted of a felony? Yes ______ No ______

Email Address: ______________________________

Employment Data
Position Applying for: _____________________________

Dates Available: Beginning _____________________ Ending _____________________

Are you presently employed? Yes ( ) No ( ), if yes,

Do you possess previous experience working in a similar position as the one you are currently applying? Y   N

Position Title: ____________________________ Employer: _______________________

Dates of Employment: ______________________ Location: ______________________

Job Description/Duties: ______________________________________________________

Educational Data
High School: ____________________________ HS Graduation Year: ______________

College: ____________________________ Graduation or Expected Date: ___________

Major/Concentration: _______________________________________________________

Cumulative GPA: ___________ Have you lived in a residential dormitory? Y   N

Please provide a current student copy of your college transcripts

Are you currently a student? Yes ( ) No ( ), if yes are you planning on taking summer courses?

Yes ( ) No ( )
List three (3) Personal references (non-relatives). Also, please forward the below reference form to 2 separate employers, supervisors, or instructors.

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<th>Name</th>
<th>Email Address</th>
<th>Phone</th>
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Which area(s) do you feel most comfortable providing tutorial assistance?

___ Reading Comprehension          ___ Writing Skills
___ Algebra                       ___ Geometry
___ Alg. 2/Trigonometry            ___ Pre Calc/Calculus
___ Biology                       ___ Chemistry
___ Physics                       ___ Foreign Language (list : _____________)

Extracurricular Involvement        Skills and/or Leadership Experiences

*Please list current activities, hobbies and interests you may have experience in, as well as skills and leadership experiences that would pertain to this position. (Attach separate sheet if needed)*

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Please attach a one page essay stating why you are interested in becoming involved within the Upward Bound Program.

I hereby declare that all information given in this application is completely true to the best of my knowledge and belief.

Signature: __________________________

Date: __________________________

Grand Rapids Community College is an Equal Opportunity Institution and does not discriminate on the basis of race, religion, national origin, sex, sexual orientation, political persuasion, age, weight, height, handicap or marital status in any of its education programs and activities, including admission and employment.
TUTOR COUNSELOR REFERENCE FORM

Tutor Counselor Applicant: Please complete the following information

Tutor Counselor Name________________________________________
Address____________________________________________________
Phone______________________________________________________

I waive the right to see this recommendation (please choose one): Yes __ No __
Note: by waiving your right to see this recommendation, you will not be allowed to view it once it is completed. (Sometimes this creates a more honest and accurate recommendation from the person giving the reference.)

Tutor Counselor’s Signature_________________________ Date____

Tutor Counselors: Please give this form to (2) references. The references should complete this form and then send it to upwardbound@grcc.edu Upward Bound 143 Bostwick Ave. NE, Grand Rapids, MI 49503 or fax to (616)234-2315

• Be a direct point of contact for all students at all times
• Offer academic support and monitoring throughout the summer program
• Be a positive role model for high school students, setting a standard for moral, ethical, social, and academic behavior
• Consistently promote and/or enforce GRCC Upward Bound expectations, rules, and policies

Name_________________________________________ Phone________________
Email_________________________________________ Position/Title_____________
Department/Organization/Company__________________________________________

How long and in what capacity have you known this applicant?__________________________________________

Please rate the applicant for each of the characteristics listed below. Your honesty and candidness are appreciated. The following scale should be used when assessing the applicant:

5-Excellent: Receives your highest approval
4-Above Average
3-Average
2-Minimally acceptable: Needs continued, direct supervision
1-Not acceptable
NA-Not applicable. No information available in this area

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<th>Written Communication Skills</th>
<th>Demonstrates concern for others</th>
<th>Respects other’s life choices</th>
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<td>Verbal Communication Skills</td>
<td>Empathetic</td>
<td>Relates well to those from different backgrounds</td>
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<td>Listening Skills</td>
<td>Honest &amp; truthful to others</td>
<td>Able to think critically</td>
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<td>Completes tasks on time</td>
<td>Respects other points of view</td>
<td>Gives/receives feedback positively</td>
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<td>Adaptable to change</td>
<td>Group leadership skills</td>
<td>Takes initiative</td>
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<td>Self-confidence</td>
<td>Effective Role Model</td>
<td>Supervisory Skills</td>
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<td>Acts well under pressure</td>
<td>Academic Ability</td>
<td>Attitude and Self-Concept</td>
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<td>Appears non-judgmental</td>
<td>Follows rules &amp; policies</td>
<td>Decision-making skills</td>
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Feel free to attach an additional letter providing personal insights, comments, and/or additional clarification of any of the ratings listed above. You may also discuss how you know the applicant, their strengths, how they compare to peers, and whether or not you believe they would succeed in assisting our scholars in becoming college ready.

Recommender, please return this form and attached letter in a sealed envelope with your signature over the seal, to the address listed below. All materials are due to the Upward Bound office by March 1st. Please send to: upwardbound@grcc.edu Upward Bound 143 Bostwick Ave. NE, Grand Rapids, MI 49503 or fax to (616)234-2315