



# UNIVERSITY OF MARYLAND

OFFICE OF PRE-COLLEGE PROGRAMS  
Upward Bound, Upward Bound Math & Science, and LIFT Program

## Application For Summer Tutor-Counselor

Rm 4111, John S. Toll Physics Building,  
College Park, MD 20742  
301-405-6776 (Phone)  
301-314-9155 (Fax)  
[www.precollege.umd.edu](http://www.precollege.umd.edu)

*The University of Maryland actively subscribes to a policy of equal opportunity and will not discriminate against any employee or applicant because of race, color, national origin, age, sex, sexual orientation, disability, marital status, religion, political affiliation or personal appearance.*

Please type or print.

FOR OFFICE USE ONLY

LAST NAME FIRST MIDDLE

STREET ADDRESS APT. #

CITY STATE ZIP EMAIL ADDRESS

EVENING PHONE # DAYTIME PHONE # ALTERNATE PHONE #

**Please Note:** Hire must show proof of employment eligibility (Social Security Card, Birth Certificate and/or VISA, etc)

Are you a citizen of the United States?  Yes  No If not a citizen, are you a permanent resident?  Yes  No

**Program of interest:** (Check One)

Upward Bound  Upward Bound Math & Science  LIFT  No preference

### **BRIEF ESSAY** (250 Words or Less)

Why are you interested in working as a Tutor-Counselor for the office of Pre-College Programs? What contributions will you bring to the program? Please submit response on a separate sheet of paper if necessary.

### **EMPLOYMENT HISTORY**

*Begin with current or most recent experience. Include employment and volunteer positions that are relevant to the Tutor Counselor position. Briefly describe your duties and responsibilities in the blocks provided. We reserve the right to contact former employers and schools for references.*

#### **Present / Most Recent Position:**

Employer \_\_\_\_\_ Business Phone \_\_\_\_\_

Address (city/state/zip) \_\_\_\_\_

Type of Business \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Position \_\_\_\_\_

Supervisor's Title \_\_\_\_\_

From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_ Full-time?  Yes  No (if no, # hrs./wk.) \_\_\_\_\_

Briefly describe your duties:

Reason for leaving:  Voluntary  Involuntary, Explain:

**Previous Position:**

Employer \_\_\_\_\_ Business Phone \_\_\_\_\_

Type of Business \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Position \_\_\_\_\_ Supervisor's Title \_\_\_\_\_

From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_ Full-time? \_\_\_\_\_ Yes \_\_\_\_\_ No (if no, # hrs./wk.) \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Voluntary \_\_\_\_\_ Involuntary, Explain: \_\_\_\_\_

**Previous Position:**

Employer \_\_\_\_\_ Business Phone \_\_\_\_\_

Type of Business \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Position \_\_\_\_\_ Supervisor's Title \_\_\_\_\_

From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_ Full-time? \_\_\_\_\_ Yes \_\_\_\_\_ No (if no, # hrs./wk.) \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Voluntary \_\_\_\_\_ Involuntary, Explain: \_\_\_\_\_

| EDUCATION                     | Name & Address of School | # Years/Credit Hrs. Completed | Major or Type of Program | Type of Degree or Certificate Awarded |
|-------------------------------|--------------------------|-------------------------------|--------------------------|---------------------------------------|
| High School                   |                          |                               |                          |                                       |
| College/University            |                          |                               |                          |                                       |
| College/University            |                          |                               |                          |                                       |
| Vocational or Business School |                          |                               |                          |                                       |

Are you currently a student? \_\_\_ Yes \_\_\_ No If yes, will you have senior status by Fall 2017? \_\_\_ Yes \_\_\_ No

**Tutor-Counselor Subject Selections:** Tutor-Counselors assist Lecturers and provide individual and small group tutoring to high school students in the following subject areas: Algebra I and II, Geometry, Pre-Calculus, Calculus, Biology, Chemistry, Physics, English, and Foreign Languages. Please indicate which of the above subjects you are most proficient in tutoring. Tutors must have taken a minimum of two courses in a subject and earned a grade of B or better.

Subjects: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Electives/Seminars:** Pre-College Programs' students participate in seminars/activities during the week, e.g., sign language, dance, creative writing, drama, martial arts, and photography. Tutor-Counselors may be assigned to lead these seminars/activities.

Are you interested in leading a seminar? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is your area of specialty and proficiency level? \_\_\_\_\_

**Proficiency Level:** \_\_\_\_\_ Beginner \_\_\_\_\_ Intermediate \_\_\_\_\_ Advanced

**Head Tutor-Counselor:** Each year an applicant is selected to serve as the Head Tutor-Counselor. This person is responsible for general Tutor-Counselor responsibilities, serving as a liaison to the professional staff, and supervising other Tutor-Counselors.

Would you like to be considered for this position? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, why? \_\_\_\_\_

- A. Do you currently work for the University of Maryland? Yes \_\_\_\_\_ No \_\_\_\_\_
- B. Have you been employed by the University of Maryland in the past two years? Yes \_\_\_\_\_ No \_\_\_\_\_
- C. Are you eligible for college work-study during the summer? Yes \_\_\_\_\_ No \_\_\_\_\_
- D. Do you speak a foreign language? If yes, list the language(s) you speak. \_\_\_\_\_

*I certify that all the information on this application is accurate and complete to the best of my knowledge and belief. I understand this information is subject to verification and that my employment and/or continuance thereof may be contingent upon its accuracy and completeness. I also understand that I will need to provide proof of eligibility to work in the United States. I further understand that, if hired, I will be required to start at the base salary level of the position.*

Signature of Applicant

Date

Applications will be accepted until all vacancies are filled. For fullest consideration, please mail/email/fax this application résumé, current college transcript and three letters of recommendation **by April 3, 2017** to:

**Pre-College Programs Summer Staff Search Committee,  
University of Maryland, Pre-College Programs in Undergraduate Studies,  
Rm 4111, John S. Toll Physics Bldg, College Park, Maryland 20742  
Fax: 301.314.9155 (Type "Tutor-Counselor" in subject line.)  
[pcpsummerjobs@umd.edu](mailto:pcpsummerjobs@umd.edu)**

**DO NOT WRITE BELOW THIS LINE**