



## Tutor Application and Matching Sheet

***Thank you so much for your interest in Literacy Services!*** The information you provide will help us to register you with Literacy Services and to match you with an adult learner whose limited literacy is an issue in their everyday lives.

**First, some general information for our records:** Today's Date \_\_\_\_\_

Your name \_\_\_\_\_

Address \_\_\_\_\_

Number

Street

Apt #

City

State

Zip

**What is the best way to reach you? Please check all that apply.**

☐ Home phone \_\_\_\_\_ ☐ Work phone \_\_\_\_\_

☐ Cell phone \_\_\_\_\_ ☐ Email \_\_\_\_\_

When is the best time to reach you? \_\_\_\_\_

Emergency contact person and phone number  
\_\_\_\_\_

**How did you hear about the program?**

- ☐ An adult learner
- ☐ Church or community organization
- ☐ Family or friends
- ☐ Library
- ☐ Newspapers or magazines
- ☐ Online
- ☐ Other tutors
- ☐ People at work
- ☐ Radio or TV ads
- ☐ Other \_\_\_\_\_

**Please note:**

Stanislaus Literacy Center carefully guards the privacy and personal information of both our adult learners and our tutors.

(Note to CLLSers, this is where we will place the tutor's photo.)

Next, please provide the following information that is required for our reporting to the California State Library. Just so you know, we do not report your name along with this information.

Your gender: ☐ Female ☐ Male

Your Birthdate: \_\_\_\_\_  
Month Day Year

Your age group?

- ☐ 16 – 19
- ☐ 20 – 29
- ☐ 30 – 39
- ☐ 40 – 49
- ☐ 50 – 59
- ☐ 60 – 69
- ☐ 70 – 79
- ☐ 80 +

Your racial / ethnic group?

- ☐ Asian
- ☐ African American
- ☐ Caucasian
- ☐ Hispanic / Latino
- ☐ Middle Eastern
- ☐ Native American-Alaskan Native
- ☐ Pacific Islander
- ☐ Other (Specify) \_\_\_\_\_

Now we'd like to know a bit more about you! The information you supply is especially helpful to us in pairing you with a learner. Feel free to elaborate if there is anything you'd like to mention that we haven't specifically requested.

What was it that attracted you to Literacy Services and tutoring adult learners? \_\_\_\_\_

\_\_\_\_\_

What kind of work do/did you do? \_\_\_\_\_

What company do/did you work for? \_\_\_\_\_

If you are a student, what school do you attend? \_\_\_\_\_

How much schooling have you had? (Highest level completed) \_\_\_\_\_

How was school for you? Please describe your school experience. \_\_\_\_\_

\_\_\_\_\_

Have you tutored adult learners in the past? No ☐ Yes ☐ If yes, please describe your experience.

\_\_\_\_\_

What experiences, hobbies, skills or interests do you have? (These may or may not directly relate to tutoring.)

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Are you a member of any community groups or civic clubs? No ☐ Yes ☐ If yes, please list them.

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What are three of your best qualities? Please don't be shy! We'd really like to know!

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When are you available for tutoring? Please fill in the hours that work best for you.

SUN	MON	TUE	WED	THU	FRI	SAT
Morning	Morning	Morning	Morning	Morning	Morning	Morning
Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
Evening	Evening	Evening	Evening	Evening	Evening	Evening

Which library (or libraries) is most convenient? \_\_\_\_\_

Are you open to meeting at a location other than the library, for example a church, coffee shop or park? No ☐ Yes ☐

Are you comfortable:

1) Helping a learner with basic math?	No <input type="checkbox"/> Yes <input type="checkbox"/>
2) Introducing a learner to basic computer skills?	No <input type="checkbox"/> Yes <input type="checkbox"/>

Although we are not an ESL (English as a Second Language) program, sometimes a learner's first language is not English. Do you have language skills in a language other than English?

No ☐ Yes ☐ If yes, which language(s)? \_\_\_\_\_

We care that our learners and tutors enjoy being together. Please note your preferences:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> A smoker       | <input type="checkbox"/> Male           | <input type="checkbox"/> A court-referred individual |
| <input type="checkbox"/> A non-smoker   | <input type="checkbox"/> Female         |  |
| <input type="checkbox"/> Either is fine | <input type="checkbox"/> Either is fine |  |

☐ Other preference (Please specify) \_\_\_\_\_

**And now a big "Thank you!"** We encourage you to review your entries and to feel free to add anything else you'd like us to know about you. You may attach pages or scribble in the margins! The more information you provide, the more likely it is that we will be able to make a wonderful match between you and an adult learner. Thank you again for your interest in Literacy Services!

## **CONFIDENTIALITY**

There are legal restrictions, which govern county staff regarding confidentiality. The restrictions apply to volunteers as well as to regular employed staff.

"Confidentiality" is designed to protect the client from public exposure, to preserve his/her dignity and to support his/her worth as an individual.

Care must be taken that "loose talk" at work or home does not reveal confidential information. Clients' names or any other identifying information should not be talked about outside job.

It should also be remembered that clients or their authorized representatives generally have a right to their own records.

Clients have a right to privacy and also have the right to refuse volunteers help.

I have read the above information, which has been discussed with my by the adult literacy program staff. I understand in doing volunteer work with Stanislaus County, I will abide by all department rules and regulations relating to confidentiality.

### **Stanislaus Literacy Center Code of Ethics**

As a volunteer for SLC, I agree to adhere to the following Stanislaus Literacy Code of Ethics:

1. Never provide special favors or privileges or accept favors or benefits or accept favors or benefits under circumstances, which may be construed by reasonable persons as influencing the performance of one's duties.
2. Make no private promises of any kind which conflict with one's duty and responsibilities.
3. Engage in no business activity, which is inconsistent with the conscientious performances of one's duties.
4. Never use any confidential information received in the performance of one's duties for private profit or personal benefit.
5. Never engage in outside activities that are incompatible with the objective performance of one's duties for private or personal benefit.
6. Treat all individuals encountered in the performance of one's duties in a respectful, courteous, and professional manner.
7. Promote only decisions that benefit public interest.
8. Conduct and perform job duties diligently and promptly.

**If you agree to the Confidentiality and Code of Ethics, please sign this page:**

**X**

\_\_\_\_\_  
Reading Works Volunteer

**X**

\_\_\_\_\_  
Date

## Stanislaus Literacy Center Harassment Policy

To: All Stanislaus Literacy Center/Reading Works Volunteers  
Subject: Stanislaus Literacy Center Harassment Policy

The Stanislaus Literacy Center has a zero tolerance Harassment Policy. Please understand that it is unlawful to harass or discriminate against anyone on the bases of race, religion, sex, national origin, ancestry, disability, medical condition, marital status, age, or sexual orientation.

As a volunteer tutor, you will be subject to dismissal if there are any harassment incidents. If you have any concerns regarding this policy, you have the right to discuss them with the Literacy Director. Please sign this form indicating that you understand this policy.

X

\_\_\_\_\_  
Reading Works Volunteer

X

\_\_\_\_\_  
Date

..... **For Office Use** .....

Student's Name: \_\_\_\_\_

Match Date: \_\_\_\_\_ Location: \_\_\_\_\_

Matched By: \_\_\_\_\_  
Reading Works Staff & Position title

Days and Times for tutor sessions: \_\_\_\_\_

End Date (if Applicable): \_\_\_\_\_ Reason for dissolution of match: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Match Date: \_\_\_\_\_ Location: \_\_\_\_\_

Matched By: \_\_\_\_\_  
Reading Works Staff & Position title

Days and Times for tutor sessions: \_\_\_\_\_

End Date (if Applicable): \_\_\_\_\_ Reason for dissolution of match: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Match Date: \_\_\_\_\_ Location: \_\_\_\_\_

Matched By: \_\_\_\_\_  
Reading Works Staff & Position title

Days and Times for tutor sessions: \_\_\_\_\_

End Date (if Applicable): \_\_\_\_\_ Reason for dissolution of match: \_\_\_\_\_