

Note: Applicants must be in grades 9 through 12.

Dear Computer Tutor Applicant,

Thank you for your interest in volunteering with Vaughan Public Libraries' *Beyond the Basics* program.

Beyond the Basics pairs tech savvy teens in grades 9 through 12 with adults and seniors who are looking to develop their computer skills. This may include keyboarding and mousing practice, tutoring on MS Word, surfing the Internet, setting up an email account, learning to use a personal iPad, or an introduction to Facebook and Twitter. Every adult learner has a different learning need so each volunteer will have a different tutoring experience.

Volunteers will meet one-on-one with their adult learner for 1 hour tutoring sessions. The number of tutoring sessions will depend upon your availability and the needs of your learner. All tutoring sessions take place in the library.

To proceed with your application, please complete the following forms and submit them at the branch you would like to participate:

- ☐ Computer Tutor Application Form
- ☐ Two Reference Forms
 - Your references must complete these forms and return them to you in signed, sealed envelopes. Individuals who complete these forms must not be related to you.
- ☐ Photo permission form - **optional**

Successful applicants will be required to attend an orientation session.

If you have any questions about *Beyond the Basics* or the application process, please contact a Librarian at your local branch of Vaughan Public Libraries.

Sincerely,
Vaughan Public Libraries
905-653-READ (7323)

COMPUTER TUTOR APPLICATION

Beyond the Basics Program

1. Please provide your contact information. Please print clearly.

Name: _____

Street Address: _____

City: _____ Postal Code: _____

Telephone: _____ Email: _____

Date of Birth: _____ Grade: _____ Name of School: _____

VPL Library Card #: _____

2. Please check off the days and times you are available to participate in the program.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10-11	Not Available						Not Available
11-12							
12-1							
1-2							
2-3							
3-4							
4-5							
5-6					Not Available		
6-7							
7-8							

The greater your availability, the more likely it is that you will be matched. Please note that scheduling is also based on branch opening hours and staff availability. Please visit <http://www.vaughanpl.info/libraries> for more information about library hours. Your completed application must be returned to the library at which you would like to volunteer.

3. Please tell us more about your computer skills. Please check off the subjects you know how to do well. If you have computer skills that are not on this list please tell us about them in the space provided below.

Computer Basics

- ☐ mousing
- ☐ typing
- ☐ Windows

Internet

- ☐ email
- ☐ web browsing
- ☐ maps & directions
- ☐ gaming

Social Media

- ☐ MSN Messenger
- ☐ Facebook
- ☐ Twitter
- ☐ YouTube
- ☐ Flickr
- ☐ MySpace
- ☐ Blogging
- ☐ Skype
- ☐ Google Apps

Microsoft Office

- ☐ MS Word First Steps
- ☐ MS Excel First Steps
- ☐ MS PowerPoint First Steps

Other

- ☐ eBooks & eReaders
- ☐ digital photos
- ☐ help with personal laptop or tablet
- ☐ _____

4. Please answer the following questions.

a) Why are you volunteering to become a Computer Tutor?

b) What does volunteering mean to you?

c) Please describe any experience you have had teaching or mentoring someone.

d) What qualities do you have that would make you a good Computer Tutor?

e) How would you know if your adult learner did not understand what is being taught? And what would you do about it? Please explain.

f) Why do you think it is important for adults and seniors to learn to use computers?

g) What is your favourite computer activity, and why?

h) Do you speak any languages other than English?

Signature _____ Date: _____

Personal information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act, 1990, MFIPPA/Regulation 29. Personal information collected on these forms is used to contact program participants. After the program the forms are destroyed and non-identifying statistical information is retained. Questions regarding the collection of this information should be directed to the Director of Service Delivery. Freedom of Information Requests should be mailed to: Vaughan Public Libraries Administration Offices 900 Clark Avenue W., Thornhill, ON L4J 8C1

Photo Permission Form - Optional

Persons 18 years of age and older

I _____, hereby give permission for the photograph(s) taken at all *Beyond the Basics* activities throughout the year to be used by Vaughan Public Libraries and/or the media in electronic or print publications, and online communication vehicles, to promote the Libraries' programs and services.

If the photograph is used in a publication, I authorize

- ☐ My full name to be used
☐ I do not authorize my name to be used

Signed _____

Parental consent is required for photographs of persons under 18 years of age

I, _____ (name of parent/guardian) of
(first & last name of child) _____, hereby give permission for the photograph(s) taken at all *Beyond the Basics* activities throughout the year to be used by Vaughan Public Libraries and/or the media in electronic or print publications, and online communication vehicles, to promote the Libraries' programs and services.

If the photograph is used in a publication,

- ☐ I authorize my son or daughter's full name to be used
☐ I do not authorize my son or daughter's name to be used

Signed _____

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REFERENCE #1

Dear Referee,

Please use this form to provide a written reference for _____
(volunteer's name) who has applied for the *Beyond the Basics* computer tutoring program at Vaughan Public Libraries. The *Beyond the Basics* program pairs tech savvy teens with adult learners and seniors to provide computer instruction and help bridge the digital divide.

The Library screens all volunteers by asking for written references. Your responses are confidential.

Please complete this form, seal it in an envelope, **sign across the flap of the sealed envelope**, and return it to the applicant. Thank you for your assistance and for taking the time to complete this form.

Referee: _____
Name (please print) Signature

Occupation: _____

Referee's Phone number: (____)_____ Today's Date: _____

How long have you known the applicant? _____

Questions

1. How do you know the applicant?

2. What words would you use to describe this person?

3. Have you had the opportunity to see this person in a teaching or mentoring role? If so, describe the experience.

COMPUTER TUTOR APPLICATION

Beyond the Basics Program

4. Do you think this person will be suitable for the *Beyond the Basics* program? Why or why not?

5. On a scale of 1-5 (5 being the highest) please indicate how you feel the applicant scores on the following personal characteristics (circle the appropriate number for each characteristic).

Responsibility 1 2 3 4 5

Dependability 1 2 3 4 5

Work Ethic 1 2 3 4 5

Ability to Relate to Others 1 2 3 4 5

Patience 1 2 3 4 5

6. Is there anything else you would like to tell us about this person?

Vaughan Public Libraries may contact you to confirm the information provided. If you have any questions or concerns, please contact Vaughan Public Libraries at (905) 653-READ.

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REFERENCE #2

Dear Referee,

Please use this form to provide a written reference for _____
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