Part-time Employment Opportunity for Students

The Friends of Simon Tutoring Program (FoS) is currently hiring tutors to work in after-school programs in Burnaby, Coquitlam, Port Moody and Surrey for the Spring 2019 semester. FoS is an outreach program in the Faculty of Education that provides tutoring for school-aged children and youth.

PROSPECTIVE TUTORS:
As a Friends of Simon tutor you have an opportunity to serve in multicultural settings and contribute to the school success of newcomers to Canada. Due to the generosity of our sponsors, Friends of Simon tutors earn hourly wages that help them with their own university expenses.

BENEFITS OF BECOMING A TUTOR:
• Develop professional abilities such as leadership, public speaking, communication, team building and organizational skills
• Make a difference in local communities
• Learn instructional practices
• Work as a team member with other like-minded students from a variety of faculties and disciplines
• Opportunity to broaden teaching skills with supported training and on-site experience.

REQUIREMENTS:
Successful applicants will receive compensation for training and must commit to tutoring a minimum of 2 shifts per week for Spring 2019 and Fall 2019. Successful applicants must be available for two days/week between Monday-Friday from 2:30-6pm.

Applicants will be required to undergo a police record check.
Only students meeting the following conditions will be considered for employment with the Friends of Simon Tutoring Program:
• no records of criminal convictions
• no information related to charges (regardless of dispositions or non-convictions) located in police databases (PIRS, CPIC, RPOS, PRIME, LEIP, etc.)

HOW TO APPLY:
We are currently looking for students (preferably in their 1st or 2nd year) who are willing to accept the challenges and rewards with our award-winning program.
Wage: $13/hr-$15/hr.

We will be accepting online applications from November 1st, 2018 – November 15th, 2018 via myInvolvement. To apply, please visit the myInvolvement website and search for the Friends of Simon Tutoring Program job listing-
https://myinvolvement.sfu.ca/home.htm
Each applicant must submit a Questionnaire and answer all questions. A cover letter may be attached, if desired. Please type or print clearly.

A. Personal Information

Surname: ………………………Mr./Ms………First Name …………………… Preferred Name…… …………..

Student ID: ……………………………

Current Address: Number or Apt. ………... Street ..........................................................

City/Province: ……………………………Postal Code: ………………………

Telephone: …………………. Cell …………………… E-mail: ………………………

Home address (if different from Current Address): Number or Apt. …………………
Street ……………………City/Province: ………………...Postal Code: ………Tel:…………….

Messages/Emergency contact name & number: ...................................................

Academic Faculty: …………………………………Academic Department: ………………………

Present year of study …………………… Subject or Major……………… Minor………………

Expected graduation date: ……………………Anticipated last semester of study: …………………

Do you intend to apply for PDP in the future: Yes_____ No_____

International student: No: _____ Yes____ (expiry date of student permit: …………………)

Languages you speak, other than English: …………………………………………………………………

How did you learn about this tutoring position?

O E-mail/Advisor O Poster/flyer O Clubs O Friend O Social Media O Other…

2. Employment History

Please complete the following section, starting with your most recent employment and working backwards

1. Organization: ……………………………………………………………Position: ........................................

Started (mm/yyyy): ………………………………………… Ended (mm/yyyy) …………………………………

Supervisor: …………………………………………………Telephone Number: ........................................

Job Duties: ……………………………………………………………………………………………………………

Reason for leaving past employment: ………………………………………………………………………
2. Organization: _______________________________________ Position: ________________________________

Started (mm/yyyy): _______________________________ Ended (mm/yyyy) ______________________________

Supervisor: _______________________________________ Telephone Number: _______________________

Job Duties: ______________________________________

Reason for leaving past employment: ____________________________________________________________


Started (mm/yyyy): _______________________________ Ended (mm/yyyy) ______________________________

Supervisor: _______________________________________ Telephone Number: _______________________

Job Duties: ______________________________________

Reason for leaving past employment: ____________________________________________________________

**3. Employment Requirements**

I am aware the remuneration for training and tutoring will be $13-$15 per hour. If selected to tutor, I will be:  (please check to confirm)

O  Available for training sessions on Saturday mornings, during the spring and fall semesters

O  Able to commit a minimum of 2 shifts per week tutoring for the Spring 2019 and Fall 2019 semesters (**these shifts run Mondays-Friday afternoons)

O  Agreeable to undergoing a police record check prior to commencing employment.

**4. Experience and Background** (please use reverse of form if more space is required)

i. Tell us about previous experience you have had with children that prepares you for this position.

ii. Tell us about any previous experience interacting with people from cultural and linguistic backgrounds different than your own.
iii. What special skills can you bring to the tutoring program?

iv. What experience have you had working as a member of a team?

v. What do you hope to gain from participating in this tutoring project?

vi. Are there any child issues or situations you would find difficult to work with?

vii. What are your career goals and how, if at all, do you see participating in this program as supporting those goals?
viii. Please list the name and contact information for up to three references:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Company/Organization</th>
<th>Contact Number</th>
</tr>
</thead>
</table>

5. Additional Questions

Have you been found guilty of (or are you currently the subject of) allegations of child abuse or sexual harassment?  □ YES □ NO

Have you ever resigned while such allegations were pending?  □ YES □ NO

Are you before a child abuse committee or have you ever been?  □ YES □ NO

Consent to Verify

I hereby authorize ___________________ or its authorized agent to conduct an investigation into my personal background for the purpose of verifying any information supplied by me in this application or during the interview for the position applied for; obtaining information regarding my suitability for employment (including opinions, records, or copies of documents), and using all such information to make a hiring decision. In doing so, ___________________ or its authorized agent may contact any person or persons identified in this application, identified by me during the interview process, including my present and/or any former employers, unless otherwise noted in this application. Persons requested to provide information to ___________________ or its agent are hereby authorized to provide such information, and by my signature below, I agree to waive any right of action against any person(s) or other entity providing information in compliance with this authorization. This authorization extends to the provision of any information, opinions, records, or copies of documents that may be provided to ___________________ or its agent. This authorization commences as of the date specified below and continues until the hiring process is complete. If I am hired, I authorize all such information to be retained and used by ___________________ to create and maintain the employment relationship.

Declaration

I certify that my answer to each of the above questions is true and that the information provided is correct. I understand and agree that providing deliberately misleading information is cause for disqualification or dismissal.

Applicant’s Signature: ____________________________________________

Date: ____________________________________________________________

Thank you for your interest in our Tutoring Project