



# PATH TO COLLEGE - Tutoring Program



## TUTOR APPLICATION FORM

Thank you for your interest in becoming a volunteer tutor for the Path to College tutoring program. Please complete the below application entirely and email to [elen@ancglendale.org](mailto:elen@ancglendale.org) or mail to:  
**Armenian National Committee – Glendale Chapter, Path to College Tutoring Program,  
211 W. Chestnut St., Suite 302, Glendale, CA 91204.**

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  FEMALE  MALE

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

I HEARD ABOUT THE PTC TUTORING PROGRAM THROUGH: \_\_\_\_\_

**AREA OF SPECIALIZATION:** Please mark all subjects you are comfortable to tutor.

### MATH

- ALGEBRA 1                       TRIGONOMETRY                       PROBABILITY AND STATISTICS
- ALGEBRA 2                       MATH ANALYSIS                       OTHER \_\_\_\_\_
- GEOMETRY                       CALCULUS

### SCIENCE

- BIOLOGY                       PHYSICS                       LIFE SCIENCE
- CHEMISTRY                       EARTH SCIENCE                       OTHER \_\_\_\_\_

**AVAILABILITY:** Please mark all dates/times you are available to tutor.

- TUESDAYS: 4:00PM-7:00PM                       WEDNESDAYS: 4:00PM-7:00PM                       THURSDAYS: 4:00PM-7:00PM

**EDUCATION LEVEL/EXPERIENCE:** Please indicate highest level of education completed:

- COMPLETED HIGH SCHOOL (required to participate in this program)
- SOME COLLEGE                       2-YEAR COLLEGE                       4 YEAR COLLEGE                       GRADUATE DEGREE

MAJOR \_\_\_\_\_ DEGREE \_\_\_\_\_

List any tutoring, mentoring, or education experience \_\_\_\_\_  
\_\_\_\_\_



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## SAFETY INFORMATION

To become a PTC tutor, a criminal history check may be conducted. A prior criminal record may or may not result in your disqualification from volunteering, but a failure to disclose your record on this application WILL disqualify you from volunteering.

1. Have you ever at any time been convicted of, pled no contest to, or been placed on probation for any criminal offense, felony, misdemeanor or otherwise, and/or are there any criminal charges now pending against you other than anon criminal traffic violation?  YES  NO

2. Have you ever been accused of or convicted of any crime or violation against a minor?  YES  NO

3. Have you ever had a restraining order filed against you?  YES  NO

If answer is "yes" to any of the above questions, please explain:

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I understand that submitting this information does not guarantee my acceptance as a volunteer, and that assignment of volunteer work is based on the assessment made by the Path to College staff. I understand that the data collected on this form is used to determine an appropriate volunteer placement and information not classified as public data is strictly confidential and will be used only to process the volunteer's placement.

I understand that any omissions or misstatements made by me on this application form may be cause for my application to be declined or volunteer placement terminated.

I understand that ANC Glendale and AYF at their sole and complete discretion may accept or decline this application without providing me any reasons for the decision.

I declare that all statements I made on this application are true, correct and complete to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Received \_\_\_\_\_ Entered in Database \_\_\_\_\_

Interview Date \_\_\_\_\_ Start/End Date \_\_\_\_\_

Volunteer Application Withdrawn \_\_\_\_\_ Referred By \_\_\_\_\_



**TUTOR CONTRACT**

AGREEMENT ENTERED INTO BETWEEN

THE COMPANY:

Armenian National Committee - Glendale Chapter, 211 W. Chestnut St., Ste. 302, Glendale, CA 91204, Phone Number 818.243.3444

Armenian Youth Federation, Western Region, 104 N. Belmont St. Ste. 313, Glendale, CA 91206, Phone Number 818.507.1933

Tutoring Center located at Krikor and Mariam Karamanoukian Glendale Youth Center, 211 W. Chestnut St., Glendale, CA 91206

AND TUTOR: \_\_\_\_\_;

Phone numbers: (h) \_\_\_\_\_ (cell) \_\_\_\_\_;

Residing at: \_\_\_\_\_.

WITNESS:

WHEREAS, the Armenian National Committee – Glendale Chapter and the Armenian Youth Federation (hereinafter “the company”) are engaged in providing free tutoring in various high school subjects under the Armenian National Committee - Glendale Chapter, Path to College Program at the Glendale Youth Center (hereinafter, “the center”) who have contracted for services in advance; and

WHEREAS, the Armenian National Committee – Glendale Chapter and the Armenian Youth Federation are non-profit organizations, operating in the State of California,

IT IS AGREED, IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN, THAT:

1. The tutor will offer his/her services free of charge to the students participating in the program. Study materials deemed necessary for such services shall be purchased at the expense of the client, and are not the responsibility of the tutor.
2. The current tutoring program will commence on Tuesday, November 22<sup>nd</sup> and end on Thursday, January 26, 2012. There will be no tutoring offered between December 23<sup>rd</sup> and January 9<sup>th</sup> due to winter holidays. The tutor agrees to provide his/her services during this time period, during the hours agreed upon between the company and the tutor.
3. The tutoring will be conducted in the following subject(s): \_\_\_\_\_ during the following day(s) of the week \_\_\_\_\_ and during the following hours \_\_\_\_\_.
4. The tutoring sessions can be scheduled by the center/company at any time between the hours of 4PM to 7PM on Tuesdays, Wednesdays, and Thursdays. Any tutoring classes outside of the hours of operations shall be subject to prior approval by the center and the company.
5. The center agrees to provide liability insurance in place to insure against personal injury to all invitees and guests of the center (including the tutor).

6. The tutor agrees to a background check conducted by the company prior to the commencement of employment.
7. The tutor agrees to be present at the Tutor Orientation session held prior to the commencement of the employment. The orientation will be scheduled during the month of November and advance notice of the time and the location of the orientation session will be given to the tutors.
8. The tutor must be present at least 10 minutes prior the scheduled session and leave only after the student has been picked up by the parent or has left the premises of the center. The tutor shall not leave the student unattended at any time.
9. Any tutor wishing or needing to cancel scheduled tutoring, for any reason, must give at least 24 hours (1 day) advance verbal or written notice to the tutoring center.
10. Smoking and drinking alcoholic beverages are not permitted during hours. In addition, the tutor agrees to abide by all rules and regulations of the Krikor and Mariam Karamanoukian Glendale Youth Center.
11. It is essential and expected that the tutor always be courteous and respectful toward the client and the staff of the center. The company reserves the right in its sole discretion to terminate a contract on grounds of disrespectful or offensive conduct by the tutor.
12. The company reserves the right to postpone tutoring session in the event of extraordinary weather conditions or other health or safety emergency, in which event the time shall be re-scheduled as soon as possible.
13. The company agrees to provide the tutor with a confirmation/written statement attesting to the amount of time/hours the tutor volunteered in the program.

TUTOR NAME:

\_\_\_\_\_

COMPANY REPRESENTATIVE NAME:

\_\_\_\_\_

TUTOR SIGNATURE:

\_\_\_\_\_

COMPANY REPRESENTATIVE SIGNATURE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

DATE:

\_\_\_\_\_