



# Hillsborough Literacy Council Tutor Registration

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## ***BECOME A TUTOR***

### **Who can become a tutor?**

Any adult (18 years or older) with a high school diploma or GED certificate, a valid Hillsborough County Public Library card, and transportation can become a tutor.

### **What do tutors do?**

The Hillsborough Literacy Council offers tutoring in two areas, Adult Basic Education (ABE) and English for Speakers of Other Languages (ESOL).

ABE tutors work with adults who would like to learn to read. Tutors work with students in one-on-one sessions.

ESOL tutors work with students who would like to learn to speak and read English. Tutors are matched with one student or a small group. ESOL tutors do *not* need to speak their student's native language.

ESOL and ABE tutors meet with their students once or twice a week for at least an hour. We ask our volunteer tutors to make a one year commitment to the program.

### **How do I become a tutor?**

All volunteer tutors are required to attend a new tutor orientation and training session where they learn the fundamentals of the HLC tutoring program as well as tips for working with adult learners. There is a registration fee of \$20.00 (\$15 for those 65 years and older, 50% discount for Hillsborough County employees) for this training which covers all training materials and tutoring resources. If you are interested in attending one of our training sessions, please fill out the Registration Form and return it to:

Hillsborough Literacy Council  
P.O. Box 4499  
Tampa, FL 33677  
Fax: 813-612-7921  
Email: [AdultLiteracy@HillsboroughCounty.org](mailto:AdultLiteracy@HillsboroughCounty.org)



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## ***Personal Information***

Name \_\_\_\_\_  
Street Address \_\_\_\_\_ City/Zip \_\_\_\_\_  
Mailing Address (if different) \_\_\_\_\_ City/Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Home# \_\_\_\_\_ Cell# \_\_\_\_\_ Work# \_\_\_\_\_

Hillsborough County Public Library system Card Number 21667 \_\_\_\_\_  
Hillsborough County Employee Number (if any) \_\_\_\_\_

Are you employed?  Yes  No Place of employment \_\_\_\_\_  
Highest Level of Education Achieved \_\_\_\_\_

## ***Demographics*** (optional)

Date of Birth \_\_\_\_\_ Gender:  Male  Female Ethnicity \_\_\_\_\_

## ***Personal References***

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address/City/State/Zip \_\_\_\_\_ Years Known \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address/City/State/Zip \_\_\_\_\_ Years Known \_\_\_\_\_

## ***Previous Volunteer/Work Experience***

Literacy Tutor/Teacher  ESOL Tutor/Teacher  Public/Private Teacher

Special skills/education/training/languages \_\_\_\_\_

Have you previously worked for/volunteered with the library system?  Yes  No  
Where? \_\_\_\_\_ When? \_\_\_\_\_

Have you previously volunteered with Hillsborough Literacy Council?  Yes  No  
Where? \_\_\_\_\_ When? \_\_\_\_\_

How did you learn about our program? \_\_\_\_\_



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## **Background Information**

Omitting minor traffic violations and any offense committed as a minor which was adjudicated in a juvenile court or under a youth offender law, have you ever pled guilty to, been convicted of or pled *nolo contendere* to any crime as an adult?

Yes       No

Do you currently have any Law violations pending against you?

Yes       No

If you answered YES to either Law violation questions, please provide the following information:

Type of violation(s): \_\_\_\_\_

Date of occurrence(s): \_\_\_\_\_

City(ies)/State(s): \_\_\_\_\_

Penalty(ies) imposed: \_\_\_\_\_

**I understand that a background check will be completed if accepted as a volunteer.**

**I agree:** \_\_\_\_\_  
*(please initial)*

***All volunteers will be required to provide one of the following forms of identification at training: valid Driver's License or valid State ID, student identification card, employee identification card, military identification card, passport or visa, immigration record or consulate issued ID.***

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Office use only - Date checked _____	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	Lit. Coord. _____ / _____
ID verified <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of ID _____		
Comments _____			



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### ***New Tutor Orientation & Training***

Volunteer tutors are required to complete a New Tutor Orientation and Training Session before they are matched with a student. Training sessions are held several times a year and last approximately 6 hours.

There is a registration fee of \$20.00 (\$15 for those 65 years and older, 50% discount for Hillsborough County employees) for this training which covers all training materials and tutoring resources. Scholarships may be available if you are unable to pay this registration fee, please contact our office to find out if you qualify.

Payment of the \$20.00 (\$15 for those 65 years and older, 50% discount for Hillsborough County employees) fee may be made on our website using [Paypal](#) or you may mail a check or money order, made payable to the Hillsborough Literacy Council, along with your completed registration.

*Registration and payment must be received at least one week prior to the training date selected. Please note that a minimum of 10 students is required for each training session. If we do not receive the minimum number of registrations, we reserve the right to ask registered participants to choose another date to attend training.*

Date of Training Requested \_\_\_\_\_

Office use only -

Payment received by \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Payment Method

Paypal

Check/Ck No. \_\_\_\_\_