



Volunteer Literacy Tutor Application Form  Cambridge  
 Kitchener  
 Rural

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Cell # \_\_\_\_\_ E-mail: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Date of Birth (for statistical purposes only) \_\_\_\_\_  
(mm/dd/yy)

**Please attach a resume that outlines your education, work, and volunteer experience. If you do not have a prepared resume, a handwritten summary of these experiences is acceptable.**

Please use complete sentences.

1. Why are you interested in becoming a Volunteer Tutor with The Literacy Group?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. How did you hear about TLG? Check all applicable boxes.

- |   |  |
|---|--|
| <input type="checkbox"/> Friend         | <input type="checkbox"/> Television    |
| <input type="checkbox"/> Volunteer Fair | <input type="checkbox"/> TLG website   |
| <input type="checkbox"/> Pamphlet       | <input type="checkbox"/> Other website |
| <input type="checkbox"/> Newspaper      | <input type="checkbox"/> Other _____   |

3. How do you feel your past work, educational, and volunteer experiences will help in your role as a Tutor?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What do you hope to gain from volunteering with The Literacy Group?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Volunteer Tutor Application

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5. What are your hobbies and interests?

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6. What skills do you feel you have that would be useful as a volunteer in our organization?

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7. When are you available to tutor?

Mornings    Afternoons    Evenings    Weekends

Which day(s) are you available to tutor?

Monday    Tuesday    Wednesday    Thursday    Friday    Weekends

8. As a volunteer organization we have many committees that assist us in delivering our services. Would you be interested in being a part of any of the following committees?

- |  |  |
|--|--|
| <input type="checkbox"/> Community Relations Committee | <input type="checkbox"/> Board of Directors    |
| <input type="checkbox"/> Human Resources Committee     | <input type="checkbox"/> Bingo Committee       |
| <input type="checkbox"/> Book Sale                     | <input type="checkbox"/> Volunteer Fairs       |
| <input type="checkbox"/> Special Events (fundraising)  | <input type="checkbox"/> Office Volunteer      |
| <input type="checkbox"/> Small Group facilitator       | <input type="checkbox"/> Other (specify) _____ |

On the next page, please provide two (2) individuals as **references**. Please fill in all the required information, including address and postal code. A reference form will be e-mailed/mailed to the persons you have listed. Please do not provide family or relatives as references.

# Volunteer Tutor Application

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Reference #1:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship: \_\_\_\_\_

Send Reference By:  Fax  Mail  E-mail

Reference #2:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship: \_\_\_\_\_

Send Reference By: Fax  Mail  E-mail

In making this application, I hereby give The Literacy Group of Waterloo Region permission to contact the people listed as references to ascertain my suitability as a volunteer, I understand that if I am accepted as a volunteer, I will be required to take a basic 15 hour workshop. I also understand I must pay an annual \$20.00 membership fee that is non-refundable. Upon being assigned a student, I will be responsible for completing and submitting monthly reports to the organization.

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

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For office use only

Date application received: \_\_\_\_\_ Interview date: \_\_\_\_\_

References Sent: \_\_\_\_\_ Reference 1 received: \_\_\_\_\_

Reference 2 received: \_\_\_\_\_

IMS: \_\_\_\_\_ Data Base: \_\_\_\_\_ Mailing List: \_\_\_\_\_