

## AVID Tutor Pre-screen Application

Complete the pre-screen application below and e-mail to [MelanieBeckett@misdmail.org](mailto:MelanieBeckett@misdmail.org).

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

Current Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

College Attending: \_\_\_\_\_

College Classification/ GPA: \_\_\_\_\_

Major: \_\_\_\_\_

Year/High School Graduated From: \_\_\_\_\_

High School GPA: \_\_\_\_\_

Availability to Work: Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Please circle tutoring preferences: Middle or High School

Indicate strongest academic area: Math Science Social Studies English

### **Please provide previous/ current work information:**

Place: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

**Please provide two references:**

Name \_\_\_\_\_

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

How long have you known this person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name \_\_\_\_\_

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

How long have you known this person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

How did you hear about the position: \_\_\_\_\_

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

Attributes: What knowledge, skills and/or attributes do you have that would support you being a good tutor and role model?

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

What were your reasons for selecting your college/ university? If you could change or improve anything about your college, what would it be?

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

## Next Steps:

Below are the things needed to complete the online application for an AVID tutor position. All items must be included to complete the application:

- Social Security Number
- 3 references- work related (preferred) or personal
  - These can be submitted as one document including the following info for each reference:
    - Name
    - Title and Company/Business/School
    - Relationship to Applicant
    - Email and Phone Number
- Transcripts- official or unofficial are accepted
- Resume

To complete the application:

- Go to [www.mansfieldisd.org](http://www.mansfieldisd.org)
- Click “Menu”
- Click “Join Our Team”
- Click “Apply With MISD”
- Create a FastTrack Profile (Create and complete your profile.)
- Click “Search and Apply for an Open Position”
- Select “Temporary – Other - AVID Tutor”
- Click “Apply for Selected Position” in the upper right corner of the screen
  - If you have not completed the pre-screen application, fill out the attached application and email it to [KatrinaMabry-Smith@misdmail.org](mailto:KatrinaMabry-Smith@misdmail.org)