Teen Tech Tutor Application

Personal Information

Name_____ Phone_____

Address_____ City, State, Zip_____

Email (required)_____ School_____

Which grade are you entering in the fall of 2014?   9   10   11   12

How many volunteer hours are you looking to complete?_____

Availability:	M	T	W	Th	F	S
Times:						

Volunteer History

Have you had previous volunteer experience?   ☐ Yes ☐ No

If "Yes", please answer the following questions:

Name of organization_____

What did you do as a volunteer?_____

Computer Experience

Do you own a computer and/or laptop? (Note: it is not required that you own a computer/laptop) ☐ Yes ☐ No

Please check all of the tech skills you have below: (Windows/PC environment)

- ☐ I can start up and shut down a computer
- ☐ I can log in and out of a computer
- ☐ I can use a mouse to point, click, double-click & drag
- ☐ I can identify and navigate within various parts of the desktop: Task Bar, Start Menu, Icons
- ☐ I can identify parts of a computer: keyboard, monitor, tower, mouse, speakers, printer, ports, dics/CD-ROM drive
- ☐ I can open, move, resize, scroll, and navigate within a Window
- ☐ I can open a program (i.e. Word, Excel, Internet Explorer)
- ☐ I can move between two or more Windows
- ☐ I can copy, move, paste, and rename files, folders & icons
- ☐ I can create and use Shortcuts
- ☐ I can use the Undo feature
- ☐ I can select and use a printer from a computer
- ☐ I can save a file to a designated location

This application can be filled out online @ woodlibrary.org/teen-tech-tutors

Teen Tech Tutor Application

What kind of technical devices do you <u>own</u>? *Note: you are not required to own any devices. Please check all that apply:*

- ☐ Kindle
- ☐ Nook
- ☐ iPhone
- ☐ Android tablets (Samsung Galaxy, Google Nexus, Kindle Fire)
- ☐ Android smartphone
- ☐ iPad

What kind of technical devices have you used before? *Please check all that apply.*

- ☐ Mac
- ☐ Kindle
- ☐ iPhone
- ☐ Android smartphone
- ☐ Windows PC
- ☐ Nook
- ☐ iPad
- ☐ Android tablet

Which internet browsers are you familiar with? *Please check all that apply.*

- ☐ Internet Explorer
- ☐ Firefox
- ☐ I don't know
- ☐ Google Chrome
- ☐ Safari
- ☐ Other:_____

Please check all of the internet skills that you have:

- ☐ I can locate a website when given the address
- ☐ I can use a browser's capabilities to go back, forward, reload/refresh, print, and stop
- ☐ I can find information using a search engine such as Google, Bing, or Yahoo
- ☐ I can upload and download files to various applications such as email, Facebook, etc.

Have you ever successfully downloaded an eBook or audiobook to a device? *Note: we will train you how to do this if your answer is "no".* ☐ Yes   ☐ No

Please check all of the email skills you have below:

- ☐ I can set up an email account
- ☐ I can compose and send email
- ☐ I can read email
- ☐ I can reply and/or replay-all to email
- ☐ I can forward email
- ☐ I can delete email
- ☐ I can send attachments through email
- ☐ I can organize my inbox and file my email into folder

Teen Tech Tutor Application

When Using Microsoft Word, are you able to… *Please check all that apply.*

- ☐ Create a new document
- ☐ Save a document
- ☐ Cut, copy, and paste text
- ☐ Align text to left, right, or center
- ☐ Change line spacing in a document
- ☐ Change the font size, type, or style
- ☐ Apply bold, underline, or italics to text
- ☐ Set margins
- ☐ Change the page orientation from portrait to landscape
- ☐ Insert page numbers
- ☐ Use headers and footers
- ☐ Create a numbered or bulleted list
- ☐ Insert/create a table
- ☐ Insert images, graphics, or clipart

Final Questions

Why do you want to volunteer at Wood Library?

Why are you interested in being a Teen Tech Tutor?

Please provide us with one reference (not a relative):

Name_____   Phone_____

Email_____   Relationship_____

Thank you for submitting your application to the Teen Tech Tutor program! We will review your application and contact you by email with the our decision. Please note that we currently have a maximum of 4 positions available for tutors, and cannot guarantee a spot for all interested students.