



## Teen Tech Tutor Application - 2018

**Teen Tech Tutors will assist the public with basic computing needs.**

**Personal Information**

Name \_\_\_\_\_ Home phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth (Month/Day/Year) \_\_\_\_\_

**Please list your availability for the following Tech Tutor slots:**

Days:	M	TU	W	TH	F	Sa	Su
Tech Tutor Slots:	9-1, 1-5, 5-9	9-1, 1-5, 5-9	9-1, 1-5, 5-9	9-1, 1-5, 5-9	9-1, 1-5	9-1, 1-5	12-4
Availability:							

**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? \_\_\_\_\_

**Do you own a computer and/or laptop?** (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 and shut down a computer.
- I can log in and out of a computer.
- I can use a mouse to point, click, double-click and drag.
- I can identify and navigate within various parts of the desktop: taskbar, start menu, icons.
- I can identify parts of a computer: keyboard, monitor, tower, mouse, speakers, printer, ports, disc/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, and icons.
- I can create and use desktop shortcuts.
- I can use the “undo” feature.
- I can select and use a printer.
- I can save a file to a designated location.

**What kind of technical devices do you own?** (you are not required to own any of these devices- check all that apply)

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

**What kind of technical devices have you used?** (check all that apply)

- Mac  Nook  
 Windows PC (personal computer)  iPad  
 Kindle  iPhone  
 Android smartphone  Android tablets (ex. Samsung Galaxy, Google Nexus, and/or Kindle)

**What Internet browsers are you familiar with?** (check all that apply)

- Internet Explorer  Safari  I don't know  
 Firefox  Google Chrome  Other: \_\_\_\_\_.

**Please check all 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 or Yahoo.  
 I know how to use MapQuest and/or Google Maps.

**Have you downloaded an ebook onto an ereader device?** (We will train you on how to do this if your answer is "no.")

- Yes  No

**Please check the email skills that you have below:**

- I can compose and send emails.  I can delete emails.  
 I can read emails.  I can send attachments through email.  
 I can reply to emails.  I can set up an email account.  
 I can forward emails.

**When using Microsoft Word, are you able to...?** (check all that apply)

- create a new document  
 save a document  
 cut, copy and paste text  
 center text  
 change the line spacing in a document  
 set margins  
 change the page orientation from portrait to landscape  
 include page numbers on a document  
 use headers and footers  
 create a numbered or bulleted list  
 create a table  
 insert graphics, images or clip art  
 attach a Word document to an email  
 format a document using bold, italics, and underline

**Why do you want to volunteer at the library?**

\_\_\_\_\_

\_\_\_\_\_

**Reference (not related to you) Name** \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Important Information:**

- Tech Tutors must have consistent transportation.
- Tech Tutors must be reliable.
- A parental signature is required for teens under 18 years old who are approved after the interview process.
- Teens who are accepted must be able to attend a mandatory training.

Please return completed application to:

Sean Greif c/o Greece Public Library, 2 Vince Tofany Blvd, Greece, NY 14612

Email: sean.greif@libraryweb.org