

Application Questionnaire

Please read the entirety of the application before completing it.

Last (Family) Name: [Click here](#). First Name: [Click here](#). Middle Name: [Click here](#).

Street Address: [Click here](#). Apt./Unit: [Click here](#).

City: [City/Town](#) State: [State or Province](#) Zip Code: [Zip Code](#) Country: [Click here](#).

Phone: [XXX-XXX-XXXX](#) E-mail Address: [Click here](#).

Desired Starting Date: [Select the date](#).

Position(s) for which you're applying: [If you are applying for multiple roles, list each one](#).

Are you legally authorized to work in this capacity in the United States? [Choose one](#).

Do you understand that we cannot offer sponsorship for current or future employment? [Select one](#).

Can you complete all responsibilities and functions of the job with or without reasonable accommodations? [Select a response](#).

If you responded that you require accommodations, please specify which one(s) you require: [Explain here, please](#).

Indicate each type of tutoring/training you're receptive to conducting:

Online In-person in a public setting such as a library or café Onsite for an employer

If you chose the second or third options, what is your maximum distance?

To be considered for an ongoing freelance contractor relationship with us, please complete and submit the "Availability" form that appears at the bottom of the "Join Our Team" page of our website: www.USA-Tutors.com. Be sure to note the timeframe in which the information on the form is applicable. In other words, if it's summer and you will be working/attending school with a different schedule as of mid- to late August, note it. You may submit more than one version of the form.

Will you work nights until 9 or 10 PM? [Choose an answer](#). Will you work weekends? [Choose an answer](#).

Are you 18 or older? [Select an answer](#). Do you have reliable transportation? [Select an answer](#).

Educational Background

Please note that you must have completed a bachelor's degree to work in any position with us. Positions as an instructor/tutor require a completed master's degree. Check the "Join Our Team" section of our website for minimum educational requirements for each position.

Name of Your High School: [Full name](#) City and State: [City and State](#)

Did you graduate? [Choose an answer](#).

College Name: [List the full name](#). City and State: [Click to enter text](#).

Attended from: [Month/Year to Month/Year](#)

Did you graduate? [Choose one](#) Degree Earned: [Specify the degree and field of study](#).

List here any secondary majors, associate's degrees earned here before a bachelor's degree, certificates, and/or minors earned at this institution: [Enter text here if applicable](#)

If applicable: College Name: List the full name. City and State: Click to enter text.

Attended from: Month/Year to Month/Year

Did you graduate? Choose one Degree Earned: Specify the degree and field of study.

List here any secondary majors, associate's degrees earned here before a bachelor's degree, certificates, and/or minors earned at this institution: Enter text here if applicable

If applicable: College Name: List the full name. City and State: Click to enter text.

Attended from: Month/Year to Month/Year

Did you graduate? Choose one Degree Earned: Specify the degree and field of study.

List here any secondary majors, associate's degrees earned here before a bachelor's degree, certificates, and/or minors earned at this institution: Enter text here if applicable

If applicable: College Name: List the full name. City and State: Click to enter text.

Attended from: Month/Year to Month/Year

Did you graduate? Choose one Degree Earned: Specify the degree and field of study.

List here any secondary majors, associate's degrees earned here before a bachelor's degree, certificates, and/or minors earned at this institution: Enter text here if applicable

List here any other training, schooling, certificates, etc. that you earned that may be relevant to working with USA Tutors.

Explain here or write "not applicable"

Previous Employment

Please do NOT skip completing this section unless ALL of the information requested here is provided elsewhere. (We don't care about your prior salary/hourly rate, and we aren't going to ask your former employers about it. We care about the value that you will bring to our company.)

Company/Institution: Full company name Phone: XXX-XXX-XXXX

Address: Street Address, Dept. or Suite, City, State, Zip Code Supervisor's Name: Title and Full Name

Job Title: Click here.

Job Responsibilities: List major duties as well as others that may be relevant to the position for which you are applying.

From: Month/Year to Month/Year

Reason for leaving: Please explain here or note that you're still employed.

May we contact your prior supervisor for a reference? Choose one.

Company/Institution: Full company name Phone: XXX-XXX-XXXX

Address: Street Address, Dept. or Suite, City, State, Zip Code Supervisor's Name: Title and Full Name

Job Title: Click here.

Job Responsibilities: List major duties as well as others that may be relevant to the position for which you are applying.

From: Month/Year to Month/Year

Reason for leaving: Please explain here or note that you're still employed.

May we contact your prior supervisor for a reference? Choose one.

Company/Institution: Full company name Phone: XXX-XXX-XXXX

Address: Street Address, Dept. or Suite, City, State, Zip Code Supervisor's Name: Title and Full Name

Job Title: [Click here.](#)

Job Responsibilities: List major duties as well as others that may be relevant to the position for which you are applying.

From: Month/Year to Month/Year

Reason for leaving: Please explain here or note that you're still employed.

May we contact your prior supervisor for a reference? Choose one.

Professional Skills and/or Qualifications

This section is a great opportunity to highlight what you will bring to USA Tutors & College Prep. Services. What you have studied, pursued as a long-term hobby, presented on, etc. that you either haven't mentioned yet or want to emphasize again?

Explain here or write "not applicable"

References

Our openings require a minimum of two letters of reference from a prior supervisor or someone in your supervisory chain and a third from someone who can testify to your professional and personal ethics and conduct. You may list here the people who are preparing those letters or other individuals. Please do not include family members.

Reference 1:

Name: Title, First Name, & Last Name Phone: XXX-XXX-XXXX Email Address: [Click here.](#) Number of Years Known: [Click here.](#) How does this person know you, e.g., professor, supervisor, volunteer job? Specify your relationship.

Reference 2:

Name: Title, First Name, & Last Name Phone: XXX-XXX-XXXX Email Address: [Click here.](#) Number of Years Known: [Click here.](#) How does this person know you, e.g., professor, supervisor, volunteer job? Specify your relationship.

Reference 3:

Name: Title, First Name, & Last Name Phone: XXX-XXX-XXXX Email Address: [Click here.](#) Number of Years Known: [Click here.](#) How does this person know you, e.g., professor, supervisor, volunteer job? Specify your relationship.

Intellectual Property/Our Clientele

USA Tutors & College Prep. Services spends substantial time and financial resources advertising for and recruiting clientele as well as supporting them over the duration of their time with us. Even though you are applying to work as a freelance consultant, you are recognizing that these are our potential clients and agree that you may not set up a private work arrangement with them that excludes USA Tutors & College Prep. Services until three years from the conclusion of your contract with us without our express written permission. This agreement covers any family with whom you interview on

our behalf even if they do not choose to work with us for a period of three years from the interview date. This non-compete clause also covers all clients with whom USA Tutors pairs you even if you and the client choose to leave the company.

(signature required)

Representation

As a representative of USA Tutors & College Prep. Services, you are expected to act with integrity, professionalism, and propriety. You acknowledge that you are responsible for understanding our policies and adhering to them if hired. It also means that you will follow our online protocols including keeping your camera on and centered on your face, dressing appropriately, and maintaining a reasonably professional background for all online sessions.

(signature required)

Access & Tools to Perform the Job

Your work with us requires that you have a reasonably current computer, reliable internet access, and ability to utilize either Google Docs or MS Word. (Lessons may not be delivered via your phone.) If you live in an area with frequent power and/or internet outages, you are verifying that you have backups such as a generator and mobile hot spot or the ability to go to an alternative place that does offer electricity and internet connectivity during an outage that lasts more than a day or so. A rare and extreme outage is not a problem. An entire series of cancelations is problematic.

USA Tutors & College Prep. Services is responsible for providing the online platform and costs associated with it. The tutor is responsible for having a functional laptop with a microphone and camera, internet access, email, and electronic calendar on which you can accept our session invitations so you know when to sign in and what to expect, and the ability to open files students send, typically via Google Docs and Google Spreadsheets.

If you're hired for onsite work, you must still provide these tools and have reliable transportation to/from the session site.

(signature required)

Verification

I hereby affirm that all information presented to USA Tutor & College Prep. Services, LLC, including my resume/CV, transcripts, etc. in connection with my application are true, accurate, and comprehensive. I understand that if any information is found to be false, omitted, or misrepresenting my application will likely be rejected and my working relationship with the company may be terminated now or in the future.

I authorize USA Tutors & College Prep. Services, LLC and its duly authorized agents to check my references and investigate all information necessary to determine my suitability for the position(s) I'm seeking to confirm its accuracy.

I hereby release from liability and hold harmless USA Tutors & College Prep. Services, its employees and agents, and any and all persons or organization who provide truthful information in good faith in response to the above authorization.

Should USA Tutors & College Prep. Services enter into a freelance contract arrangement with me, I agree to confirm to the rules, regulations, and policies of the company while interacting with their clients on their behalf. I also understand that any opportunities offered are on an at-will basis for both parties.

USA Tutors & College Prep. Services, LLC is an Equal Opportunity Employer.

The information on this form is effective for 90 days. If you do not receive an offer during that time, you must complete a new form for consideration for other opportunities thereafter.

By signing this statement, you are certifying that you have read this document in its entirety and accept the terms and conditions set forth.

Signature: Sign here. **Date:** Choose the date today.

*Please note that at this time USA Tutors & College Prep. Services **only** hires freelance contractors. We consider each person to be part of our team, but they are not legal employees with the company and thus are ineligible for benefits. We also do not withhold taxes, so it's important that you set aside the appropriate earnings if you make over \$599. in a year while working with us. We will send you a 1099 form with your total earnings in January if you made \$600. or more in any capacities with us last year. Residents of RI will receive a 1099 for \$100 or more in earnings in keeping with state laws effective 2026.*