Integrity 1st Learning Support Solutions, LLC

446A Blake Street – Suite 101, New Haven, CT 06515

(203) 800-4100 \* DMalewicki@Integrity1stLSS.com

**Application Questionnaire**

Please read the entirety of the application before completing it.

Last (Family) Name: First Name: Middle Name:

Street Address: Apt./Unit:

City: State: Zip Code: Country:

Phone: E-mail Address:

Desired Starting Date:

Position(s) for which you’re applying:

Are you legally authorized to work in this capacity in the United States?

Do you understand that we cannot offer sponsorship for current or future employment?

Can you complete all responsibilities and functions of the job with or without reasonable accommodations?

If you responded that you require accommodations, please specify which one(s) you require:

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: https://www.Integrity1stLSS.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? Will you work weekends?

Are you 18 or older? Do you have reliable transportation?

**Educational Background**

*Please note that you must have completed high school to work in any position with us. Check the “Join Our Team” section of our website for minimum educational requirements for each position.*

Name of Your High School: City and State:

Did you graduate?

College Name: City and State:

Attended from: to

Did you graduate? Degree Earned:

List here any secondary majors, associate’s degrees earned here before a bachelor’s degree, certificates, and/or minors earned at this institution:

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Attended from: to

Did you graduate? Degree Earned:

List here any secondary majors, associate’s degrees earned here before a bachelor’s degree, certificates, and/or minors earned at this institution:

List here any other training, schooling, certificates, etc. that you earned that may be relevant to working with Integrity 1st.

**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: Phone:

Address: Supervisor’s Name:

Job Title:

Job Responsibilities:

From: to

Reason for leaving:

May we contact your prior supervisor for a reference?

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**Professional Skills and/or Qualifications**

This section is a great opportunity to highlight what you will bring to Integrity 1st Learning Support Solutions, LLC. 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?

**References**

Most of our openings require a minimum of two letters of reference from a prior supervisor or someone in your supervisory chain. For student applicants, letters from faculty members with whom you have worked extensively (for at least one full semester) are acceptable. You may list here the people who are preparing those letters or other individuals. Please do not include family members.

Reference 1:

Name: Phone: Email Address:

Number of Years Known: How does this person know you, e.g., professor, supervisor, volunteer job?

Reference 2:

Name: Phone: Email Address:

Number of Years Known: How does this person know you, e.g., professor, supervisor, volunteer job?

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Reference 3:

Name: Phone: Email Address:

Number of Years Known: How does this person know you, e.g., professor, supervisor, volunteer job?

**Verification**

I hereby affirm that all information presented to Integrity 1st Learning Support Solutions, 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 Integrity 1st may be terminated now or in the future.

I authorize Integrity 1st Learning Support Solutions, 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 Integrity 1st Learning Support Solutions, LLC, 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 Integrity 1st LSS 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.

Integrity 1st Learning Support Solutions is an Equal Opportunity/Affirmative Action 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:** **Date**:

*Please note that at this time Integrity 1st* **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.*