

K to 12 Program 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:

Please mark each arrangement that you are receptive to pursuing. Local/In-person options mean meeting in a public setting such as a library or café that's mutually convenient. Write "optimal" for your top choice(s):

- Online (one-on-one support)
- Online (small group support of up to 4 students simultaneously)
- Local, in-person, one-on-one support
- Local, in-person, multiple sibling support for the same family, different grades
- Online special education support for 1 child or siblings consecutively
- In-person special education support for 1 child or siblings consecutively

Work type:

I am receptive to homeschooling contracts that require me to familiarize myself with the State requirements for that grade and, in conjunction with the wishes of the parents, design and implement a curriculum designed to meet those goals. (Pre-K does not require meeting State educational goals but should reflect a standard set of academic and social goals.)

Levels for which I'm qualified to take this approach include:

Pre-K K and 1st 2nd & 3rd 4th & 5th Middle School High School

I am receptive to distance learning and hybrid contracts in which the child(ren)'s classroom teacher is responsible for designing and executing the curriculum and assessing students. My role is to supplement those lessons, provide appropriate support in students addressing the work, and design some supplemental activities to enhance their learning process.

Levels for which I'm qualified to take this approach include:

Pre-K K and 1st 2nd & 3rd 4th & 5th Middle School High School

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:

Please list your teaching certifications including specifying the state(s). If there are any special circumstances, such as that they are expired or pending, please include the details:

List any other certifications you hold professionally or personally that may be relevant to an educational position with us, e.g., American Red Cross, American Heart Association, ESL, Literacy volunteer, and so forth:

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 K to 12 Team" page of our website: <https://www.USATutors.io>. 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 weekends?

Will you work weekdays during regular school hours?

Are you 18 or older?

Are you 21 or older?

Do you have reliable transportation to placements that are not on or near bus lines or train stations if you've chosen in-person as an option?

Special Considerations for In-Person Sessions

Please check any of the situations that would be problematic for you. Feel free to write any notes/explanations/special requests below.

- I am allergic to pets and cannot be in an environment with the following type(s):
- I am allergic to smoke and cannot be in an environment where people smoke.
- I am allergic to incense and/or heavy perfumes and cannot be in an environment with them.
- I am allergic to the following foods/beverages and cannot come in contact with them:
- Note any other special considerations here that might prevent you from accepting an assignment:

Educational Background

Please note that you must have successfully completed a master's degree to work in any position with us. Check the "Join Our K to 12 Team" section of our website for minimum educational requirements for each position.

Name of Your High School:

City and State:

Did you graduate?

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:

If applicable: 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:

If applicable: 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:

If applicable: 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:

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

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?

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?

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?

Professional Skills and/or Qualifications

This section is a great opportunity to highlight what you will bring to USA Tutors, 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

Our K to 12 openings require a minimum of three letters of reference, two from a prior supervisor or someone in your supervisory chain. 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? _____

Reference 3:

Name: Phone: Email Address:

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

Intellectual Property/Our Clientele

USA Tutors 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 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.

(signature required)

Representation

As a representative of USA Tutors, 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)

Background Check

Any of our instructors working with minors are required to provide written evidence of having passed a background check that includes fingerprinting in the last 14 months or undergo it now. The applicant should start the process after interviewing and being requested to do so. Applicants are responsible for the upfront cost of the background check. If they pass and accept a position with USA Tutors they will be reimbursed within 30 days of their start date for the payments made to the government during this process. (We do not reimburse for travel expenses or personal time completing the application/going for the fingerprinting.) Irrespective of the outcome of the background check, USA Tutors agrees to provide the applicant with a written copy of the results for the applicant's personal records.

(signature required)

_____ I have undergone a background check including fingerprinting in the last 14 months and will be providing written evidence of having passed it.

_____ I have undergone a background check including fingerprinting in the last 14 months but cannot provide written evidence of having passed it and will be undergoing the process if made a preliminary offer by USA Tutors using the protocols provided.

_____ I have not undergone a background check including fingerprinting in the last 14 months and will be pursuing the process if made a preliminary offer by USA Tutors using the protocols provided.

Verification

I hereby affirm that all information presented to USA Tutors, 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,

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(203) 800-4100 * HR@USATutors.io



omitted, or misrepresenting my application will likely be rejected and my working relationship with USA Tutors may be terminated now or in the future.

I authorize USA Tutors, 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, 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 USA Tutors enter into a freelance contract arrangement with me, I agree to conform 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, LLC 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 USA Tutors **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.*