

Application Questionnaire for Non-Teacher Consultants

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 consulting you're receptive to conducting:

Online In-person in a public setting such as a library or café Onsite for a business/Office

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

Use this section to explain your qualifications for this position beyond the degree(s) you hold.

How many years have you worked in a position relevant to the one for which we are hiring?

If applicable, how many years of management experience do you possess in a relevant field?

If the consulting position has an educational application, circle each environment in which you have practiced this skill:

High School Adult Ed. Community College State Univ. Private College/Univ. Grad. School

For College Prep. Team applications, circle each population with which you possess at least two years of work experience *and with whom you are comfortable working*:

1st Gen. Students International Immigrants BIPOC LGBTQ Low-Income

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.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 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. 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

Most of 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.

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, 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 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, 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: [Sign here](#). **Date:** Choose the date today.

*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.*