



(614) 519-9331
www.mylearningleaf.com
Kristy@MyLearningLeaf.com
info@mylearningleaf.com

TUTORING APPLICATION

This is a pre-interview application and must be completed in its entirety in order to be considered. Learning Leaf will review submitted applications and schedule a virtual interviews with applicants who satisfy the minimum requirements and who appear to meet the demands of the position. Due to our large volume of applications, we will contact you for further consideration only if we think you could be a match for us.

QUALIFICATIONS:

In order to apply to be a tutor, you must have an education background or specific content knowledge and a tidy and functional workspace that is conducive to online learning. **Applicants must have a Bachelor's degree or in final year of study.**

Personal qualities are as important as academic ones. Patience, ingenuity, and the ability to engage meaningfully with people from diverse backgrounds are qualities that we seek in prospective tutors. Previous experience in educational settings is valued, but not required.

As an independent contractor you will be required to provide your own materials. However, you are welcome to use the Learning Leaf library of materials and borrow at your discretion.

REQUIREMENTS FOR NEW TUTORS:

- Tutor must complete and pass a background check.
- Communicate with supervisor at least once a month to review progress with student and address any concerns the tutor may have.
- Attend occasional virtual workshops and professional development.
- Keep accurate time tutoring and submit the times electronically.
- Tutor must have experience reflective of the subjects they are wishing to tutor.
- Tutors agree to abide by Learning Leaf Policies.

TUTORING WAGES:

Tutors are paid monthly. Earning rates and employment are assessed on a yearly basis. You will be paid for hours tutored. This is not a salary position. There may be periods of time when you will have no students and you will not be paid during this time. We typically provide our tutors with a starting rate of \$15.00 – \$25.00 per hour. The rate is based upon degrees and level of experience.



(614) 519-9331
 www.mylearningleaf.com
 Kristy@MyLearningLeaf.com
 info@mylearningleaf.com

| CONTACT INFORMATION | |
|----------------------------|--------------|
| Name: | Date: |
| Address: | |
| Phone: | |
| Cell: | |
| Email: | |

| EDUCATION | |
|--------------------------------------|-----------------|
| Undergrad College/University: | Major: |
| Dates attended: | |
| Degree received: | Program: |
| Dates attended: | |
| Graduate School: | Program: |
| Dates attended: | |



(614) 519-9331
www.mylearningleaf.com
Kristy@MyLearningLeaf.com
info@mylearningleaf.com

PREFERENCES

Subjects/areas of study you are qualified Tutor:

Grade levels you are qualified to tutor:

Online communication experience (ex: Zoom, Skype, Whatsapp, etc.) :

AVAILABILITY

Preferred number of hours per week you are willing to tutor? Min/Max hours? (Please note: this is a part-time position and you must be available online):

What Days and Time are you available to meet with students online (ex: Mon/Wed 4–9pm; Sat 9–2pm)?



(614) 519-9331
 www.mylearningleaf.com
 Kristy@MyLearningLeaf.com
 info@mylearningleaf.com

PERSONAL DATA: IMPORTANT

You must complete these questions in order to be considered for a position. We require a background check be completed before you will be assigned any students (paid by the applicant). Official transcripts of any degrees obtained in the last eight years may be requested at time of interview.

| | |
|-------------------------------------|--------------------------------|
| GPA of undergraduate degree: | GPA of graduate degree: |
|-------------------------------------|--------------------------------|

Any false or substantive omission of information may be cause for rejection or dismissal if hired Learning Leaf.

| |
|---|
| <p>Has a civil or criminal complaint ever been filed against you that alleged sexual misconduct or child abuse by you or your participation in or facilitation of such activities? (including internal complaints given to management or supervisors of places of employment)?</p> |
| <p>If yes, please explain:</p> |
| <p>Have you ever been convicted of or been found guilty, entered a guilty plea, or entered a plea of no contest to any felony or misdemeanor? (Misdemeanors include DUI)</p> |
| <p>If yes, please explain:</p> |

*I authorize the release of any information from previous employers or references.
 I understand that if I am hired by Learning Leaf, the company will require verification of identity and eligibility to work in the United States.
 I have read and I understand everything on this application.*

| | | |
|------------------------|---------------------------|------|
| | | |
| Signature of Applicant | Printed Name of Applicant | Date |



(614) 519-9331
 www.mylearningleaf.com
 Kristy@MyLearningLeaf.com
 info@mylearningleaf.com

PROFESSIONAL REFERENCES:

List three people who have first-hand knowledge of your professional ability to succeed in your position of interest with Learning Leaf.

| | |
|-----------------------------------|-------------------------------|
| Name: | Title: |
| Business: | |
| Phone (work) | Cell: EMAIL: |
| Relationship to applicant: | |
| Years known: | |

| | |
|-----------------------------------|-------------------------------|
| Name: | Title: |
| Business: | |
| Phone (work) | Cell: EMAIL: |
| Relationship to applicant: | |
| Years known: | |

| | |
|-----------------------------------|-------------------------------|
| Name: | Title: |
| Business: | |
| Phone (work) | Cell: EMAIL: |
| Relationship to applicant: | |
| Years known: | |



SCREENING QUESTIONS

1) Please describe any previous tutoring, teaching and/or other relevant experience.

2) What other courses or training have you taken that would be beneficial to your tutoring?

3) Why would you like to become a tutor and what makes you a good candidate?

4) Describe any situation where you have been a tutor, formally or informally. What did you do and what did you learn about tutoring?

5) Describe any situation where you have been tutored, formally or informally. What was helpful or not helpful? How effective was the overall session? What made it effective?

6) What, in your estimation, are common struggles for students and how would you help them?

7) How would you define whole student tutoring?

8) What are your future plans for your career?



(614) 519-9331

www.mylearningleaf.com

Kristy@MyLearningLeaf.com

info@mylearningleaf.com

FAQ's:

Q: What will be the format for my tutoring?

A: As an **individual tutor** you work one-on-one with students, typically in one-hour meetings via Skype or another online platform. You will be in close contact with parents and sometimes teachers. You will work on setting goals with the student, both academic and social and will incorporate these goals in developing effective learning strategies with the student.

Q: Who will my students be and what will I be helping with?

A: Our students come from a variety of ethnic, linguistic, and socio-economic backgrounds. Most students live in the Dublin or Hilliard area. They will range from Kindergarten to high school and some in College. You will be helping them with homework, basic academic skills, social, organizational, and time management skills, as well as motivation. You will help students set goals and teach them how to monitor and adjust these goals.

Q: What kind of training will I receive and what other resources are available to me?

A: As an independent contractor you will bring your previous knowledge and experiences to the tutoring experience. Assistance is always available, but no formal training will occur.

Q: How will I be assigned students?

A: Tutors submit a schedule of their available hours, and students are assigned based on tutors' availability and expertise required to be able to help the student. There may be periods of time when you will have a full schedule, and there may be periods when there will be no hours available.

Q: Where will I tutor, what are my hours and how long will the sessions be?

A: You are responsible for creating a professional and functional workspace that is conducive to online tutoring. The hours you tutor are determined between you and the client, as well as how long the sessions will be. Keep in mind student's attention span, age, and other activities in which the student is involved in when determining length and frequency of sessions.



(614) 519-9331

www.mylearningleaf.com

Kristy@MyLearningLeaf.com

info@mylearningleaf.com

Q: Besides tutoring, what other responsibilities might I have?

A: We require all our tutors to establish contact with their students' parents and teachers and to keep them informed of their students' progress. Although tutors are not required to participate in recruitment activities, many tutors enthusiastically assist in recruiting both tutors and students, and this activity is reflected in tutor bonuses. Group tutoring is encouraged if you have multiple students willing to work together.

Q: How will my work be assessed?

A: On-going assessment is essential to client satisfaction. You will evaluate your own progress, and your supervisor will provide you with regular feedback and assessment. Your supervisor will consider what you have contributed to and gained, evaluate your tutoring sessions, and examine how well you utilize the support and resources made available to you. Your students and their parents will complete evaluations of you, and you will be asked to evaluate the tutoring experience. Bi-annually, you will communicate with your supervisor, and she will complete an evaluation that will determine your bonus pay for that session if applicable. Please feel free to contact Kristy DiGiacomo with questions.

Thank you for your interested in joining our community of professional tutors.