



614-519-9331 [LearningLeaf.us](https://www.learningleaf.us) Kristy@MyLearningLeaf.com

Application for Tutoring

We're pleased that you're interested in joining our community of professional tutors. So that we may give your application full consideration, please read and follow carefully the instructions here.

Step 1: Completing the Application

Read and complete this application. The application will provide you with specific details about Learning Leaf and will answer many of your questions about the training tutors receive and the commitment we will expect from them. Please be sure to complete the Screening Questions.

Step 2: Application Review, Interviewing, Selection and Notification

The owner, Kristy DiGiacomo will review submitted applications and schedule 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 only if we think you could be a match for us.

Requirements:

1. Tutor must complete and pass a background check.
2. Tutor must have education and/or experience reflective of the subjects they are wishing to tutor.
3. Tutors must agree to monthly reviews of progress with students, client satisfaction, and fulfillment with position.
4. Tutors agree to abide by Learning Leaf Policies.

Tutoring Pay:

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 experience.

Please retain this page for your own information.



614-519-9331  LearningLeaf.us  Kristy@MyLearningLeaf.com

Name (print/type) _____ Date _____

Local address

address city zip

Cell Phone () _____ Other Phone () _____

E-mail address _____

Education

Undergrad College/Uni _____ Major _____

Degree Received? _____

Graduate School _____ Program _____

Degree Received? _____

Subject area(s) and grades you are able to tutor

How many hours a week, on the average, can you work? What is the minimum number of hours?
What is the maximum number of hours? (Please note this is a part-time position)

In general, what days and times are you available to work? (Ex. Mon & Wed 4-9, and Sat 9-2)

Do you have a car? Yes No

Are you able and willing to travel to the following cities, even if only for an hour session?

_____ Dublin _____ Hilliard

Are you comfortable meeting at the student's home? (Student's homes have been assessed during the consultation to ensure safety for everyone) _____



614-519-9331 LearningLeaf.us Kristy@MyLearningLeaf.com

PERSONAL DATA: IMPORTANT – Please read each question before answering. 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).

- 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)?
____ Yes ____ No

If yes, explain in full (attach a separate sheet of paper if necessary): _____

- **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)

____ Yes ____ No

If yes, explain in full (attach a separate sheet of paper if necessary): _____

Official transcripts of any degrees obtained in the last eight years will be requested at time of interview. Please write your GPA on the line provided.

GPA of graduate degree _____ GPA of undergraduate degree _____

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

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.

Applicant Name: _____

Signature of Applicant

Date: _____



614-519-9331  LearningLeaf.us  Kristy@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: _____

Company/School: _____

Phone: Work: _____ Cell: _____

Relationship to applicant: _____ Years known: _____

Name: _____ Title: _____

Company/School: _____

Phone: Work: _____ Cell: _____

Relationship to applicant: _____ Years known: _____

Name: _____ Title: _____

Company/School: _____

Phone: Work: _____ Cell: _____

Relationship to applicant: _____ Years known: _____



614-519-9331



LearningLeaf.us



Kristy@MyLearningLeaf.com

7) How would you define whole student tutoring?

8) What are your future plans?



614-519-9331 LearningLeaf.us Kristy@MyLearningLeaf.com

Welcome to Learning Leaf! We are glad you're interested in becoming a tutor and education consultant.

QUALIFICATIONS:

In order to apply to be a tutor, you must have an education background or specific content knowledge. **Applicants must have a Bachelor's degree.**

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.

REQUIREMENTS FOR NEW TUTORS:

- Meet with supervisor once a month either in person or over the phone to review progress with student and address any concerns the tutor may have.
- Attend occasional workshops and professional development.
- Keep accurate time tutoring and submit the times electronically.

FREQUENTLY ASKED QUESTIONS:

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 either in person or via Skype. You will be in close contact with parents and teachers. You will work on setting goals with the student, both academic and social. You 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. You will be helping them with homework, basic academic skills, social, organizational, and time management skills, as well as motivation. You will help students



Comprehensive Tutoring & Education Services

614-519-9331



LearningLeaf.us



Kristy@MyLearningLeaf.com

set goals and teach them how to monitor and adjust these goals.

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: Tutoring occurs in a variety of places and will be determined by the client and tutor. Acceptable tutoring locations are the student's home or a public library. Any other locations must be approved. 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.

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.

As an independent contractor you will be required to provide your own materials, however you will have access to a library of materials that you may borrow and use at your discretion.

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

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



Comprehensive Tutoring & Education Services 614-519-9331 📞 LearningLeaf.us 📧 Kristy@MyLearningLeaf.com

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 meet with your supervisor, and she will complete an evaluation that will determine your bonus pay for that session. Please feel free to contact Kristy DiGiacomo with questions.

Owner

Kristy DiGiacomo

E-Mail address

Kristy@MyLearningLeaf.com

Phone number

614-519-9331