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Application Form Tutor/Academic Coach

Position for which you are applying: (Check All That Apply)

Apprentice Tutor Academic Tutor Level 1

Academic Tutor Level 2 (Contracted Position)

Subjects: _____

PERSONAL INFORMATION

Name (Last, MI, First): _____

Other Names Used: _____

Home Address: _____

City, State, Zip: _____

Work Address: _____

City, State, Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

CURRENT POSITION (please respond to each item)

Present Title: _____ Since: _____

Employer: _____

Employer Address: _____

City, State, Zip: _____

Present Salary: _____

EDUCATIONAL BACKGROUND

Please list the colleges or universities you have attended and the degrees received. List them in order, beginning with the most recent (*Attach copies of all transcripts*).

Name/Location/Phone of Institution	Year(s)	Degree	Major

TEACHING/TUTORING EXPERIENCE

Please list teaching experience first, beginning with your current assignment

Position	Name of Employer	City, State, Phone	Years Employed	May We Contact

OTHER RELEVANT EMPLOYMENT OR EXPERIENCE (*Start with most recent*)

Position	Name of Employer	City, State, Phone	Years Employed	May We Contact

REFERENCES—Please list four individuals who are very familiar with your professional/academic work and who may be contacted.

Name	
Position	
Phone	
Email Address	

Name	
Position	
Phone	
Email Address	

Name	
Position	
Phone	
Email Address	

Name	
Position	
Phone	
Email Address	

NARRATIVE RESPONSE—On a separate sheet (s) of paper, please respond to each of the following questions Email with application:

1. Why do you want to be a tutor for the Exceptional Tutoring Service?

2. What experience do you have specific to the position you are applying for and how would you use that experience to be a success at Exceptional Tutoring Service?

3. What is your personal feeling about the statement “We are not just tutors; we are life changers”? (Please be specific.)

HONORS AND DISTINCTIONS—List degrees, honors, commendations, elective or appointed offices held, or other distinctions received.

BACKGROUND INFORMATION—If you answer “yes” to any of the following questions, please attach a written response describing, in detail, an explanation of the circumstances involved:

1. Have you ever been convicted of a violation of law other than a minor traffic violation? (The term “conviction” includes any conviction, a guilty plea, a plea of nolo contendere or no contest, a suspended sentence, a deferred sentence, a deferred judgment, or a finding of guilt by a jury or judge.)

yes no

2. Have you ever been terminated or discharged, or resigned at the request of your employer from any job related to K-12 education?

yes no

3. In connection with your professional responsibilities, have you ever been the subject of a complaint or been disciplined by a court or a licensing board of any state?

yes no

4. Are you currently under investigation, by any regulatory body, for any alleged misconduct or other alleged grounds for discipline?

yes no

5. Has there been any incident that could affect your ability to lead this Agency?

yes no

CURRENT EMPLOYMENT STATUS

1. Do you currently hold a valid Texas Teachers License with appropriate endorsement for the position you are applying for?

yes no

Please list your endorsements [Click or tap here to enter text.](#)

2. Are you currently under contract for any Tutoring Service 2016/2017 school year?

yes no

AUTHORIZATION—Please read carefully and then sign your name if you agree to the terms of this understanding.

I hereby certify that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which **ETACS** discovers the violation of its policy regarding application form dishonesty. **I also understand that if I am selected for employment, I will be responsible for a \$25.00 national background check fee.** By signing below, you agree that upon hire as a tutor you will abide by all Exceptional Tutoring & Academic Coaching Services guidelines and procedures. You also agree that you have completed or will concurrently enroll in a 1 tutor training course & 1-hour tutoring orientation offered by Exceptional Tutoring & Academic Coaching Services. I understand that being a tutor for **ETACS** is a contracted position and no taxes will be withheld by **ETACS**.

Signature of Applicant

Date:

I am available to tutor at these times (click all that apply):

	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00
	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00
Mon.											
Tues.											
Wed.											
Thurs.											
Fri.											
Sat.											

How many hours are you available to work?

Subject Areas you would like to tutor (Check all the apply): Reading

English Math Science Basic Skills

Grade Levels you would like to tutor (check all that apply): Elementary PK – 2

Elementary 3 – 5 Jr. High/Middle 6 – 8

High School List Subjects:

Application Information

1. All application materials should be returned to:
ETS Human Resources clientservices@exceptionaltutoringacs.com
P.O. Box 541311 OR

2. Upon consideration for employment, a background check will be conducted at the contactor's or employee's expense.

3. In order to be considered for this position, your application materials must include the following (*please do not staple or bind your application materials*):
 - a. completed application form (including signatures)
 - b. resume'
 - c. two recent letters of recommendation regarding your academic/professional work (credentials will suffice if the information is current)
 - d. a copy of (or documented evidence of eligibility) a current Texas teacher's license and endorsements (if applicable)
 - e. photocopy of college/university transcripts

4. For further Information Contact:
ETS
Phone: 817-449-9140
Email: clientservices@exceptionaltutoringacs.com

EXCEPTIONAL TUTORING & ACADEMIC COACHING SERVICES IS REGISTERED BUSINESS IN TARRANT COUNTY AND AN EQUAL OPPORTUNITY EMPLOYER. THE COMPANY DOES NOT DISCRIMINATE BASED ON GENDER, RACE, NATIONAL ORIGIN, RELIGION, CREED, AGE, MARITAL STATUS, SEXUAL ORIENTATION, OR DISABILITY.