

# **Tutor Application Sheet for Private Tutoring**

(Logos Tutoring)

**Please fill out all sections that apply**

Name of applicant:

\_\_\_\_\_

Home Address:

\_\_\_\_\_

\_\_\_\_\_

Work, Mailing, or Permanent Address:

\_\_\_\_\_

\_\_\_\_\_

Hm. Ph.: \_\_\_\_\_

Wk. Ph.: \_\_\_\_\_

Cell Ph: \_\_\_\_\_

Pager#: \_\_\_\_\_

Email: \_\_\_\_\_

Fax #: \_\_\_\_\_

Parent 1 Name (if tutor under 18):

\_\_\_\_\_

Parent 1 Wk. Phone: \_\_\_\_\_

Parent 1 Cell Phone: \_\_\_\_\_

Parent 1 Pager #: \_\_\_\_\_

Parent 1 email address: \_\_\_\_\_

Parent 2 (if applicable, and student under 18):

\_\_\_\_\_

Parent 2 Wk. Phone: \_\_\_\_\_

Parent 2 Cell Phone: \_\_\_\_\_

Parent 2 Pager #: \_\_\_\_\_

Parent 2 Email address: \_\_\_\_\_

Desired courses to tutor:

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Usual Days and Times of Availability:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Needs/Requirements (if any): \_\_\_\_\_

Youngest age willing to tutor: \_\_\_\_\_

Are you interested in doing some 1-hour tutoring sessions?

Yes \_\_\_\_\_ No \_\_\_\_\_.

Are you flexible on a meeting location for tutoring?

Yes \_\_\_\_\_ No \_\_\_\_\_.

You would be willing to travel \_\_\_\_\_ miles from

\_\_\_\_\_ for tutoring.

Shortest time interested in accepting a tutoring appnt (called a "gig")?

Acceptance by telephone contact: \_\_\_\_\_ hrs. before the session (given that tutor has already submitted approval for those hours to be booked).

Is part time work acceptable?

Yes \_\_\_\_\_ No \_\_\_\_\_.

Does the applicant have a problem with a varying student flow?

Yes \_\_\_\_\_ No \_\_\_\_\_.

Because tutors frequently work with minors, criminal background is relevant to a tutor's position. However, all matters classified as criminal are not created equal. A public intoxication charge from 10 years ago would probably not disqualify a tutor, whereas a sexual assault on a minor last year would disqualify a tutor. Has the tutor ever been convicted of, pled guilty to, received deferred adjudication for, or received probation for any criminal offense, in Texas or another state, other than a

Does the applicant see himself/herself doing tutoring for at least a semester?

Yes \_\_\_\_\_ No \_\_\_\_\_.

Does the applicant have a flexible evening/weekend schedule?

Yes \_\_\_\_\_ No \_\_\_\_\_.

Does the applicant have reliable transportation?

Yes \_\_\_\_\_ No \_\_\_\_\_.

What is the lowest and highest number of hours a week that the applicant would be interested in working?

Lowest \_\_\_\_\_ Highest \_\_\_\_\_.

Is applicant interested in driving throughout the city and into the suburbs?

Yes \_\_\_\_\_ No \_\_\_\_\_.

If you answered yes, which cities/suburbs?

Houston; Tomball/Spring Woodlands; Katy/Cy Fair;

Humble/Kingwood; Memorial /Stratford; Sugar

Land/Missouri City; Clear Lake/Friendswood; Pasadena;

Other: \_\_\_\_\_.

Is applicant willing to attend tutor-training sessions for which the hourly rate is lower than the tutoring rate?

Yes \_\_\_\_\_ No \_\_\_\_\_.

traffic violation classified as a Class C misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_ (If a candidate is found to have not disclosed properly on this question, he/she will be automatically disqualified.) If yes, please explain below:

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Does Logos Tutoring have the applicant's permission to pull a criminal history report? Yes \_\_\_\_\_ No \_\_\_\_\_ (Answering no will generally disqualify an applicant, absent unusual circumstances.)

What qualities does the applicant have that would make him/her a good tutor/teacher?

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What qualities does the applicant have that would allow him/her to relate well to students?

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Does the applicant have any teaching/tutoring experience? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, please describe:

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Does the applicant have any semesters where he/she has unusually low grades due to extenuating circumstances, such as illness, work schedule, or another such factor? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, please describe:

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### Logos Tutoring Policies:

1. Payment: Timesheets are submitted by email/fax each Friday. The form will be sent to the tutor after hire. Payment occurs the following Friday.

2. Cancellation/Rescheduling by Tutor: If the tutor needs to reschedule an appointment, the following schedule applies:

- >96 hrs. before session-no consequences.
- 24-96 hours before session: Tutor has to offer ½ session free (not billable) to the student, or the tutor is debited for ½ of pay he/she would have received.
- <24 hrs notice, or no-show: Tutor has to do a free additional session (free session is not billable), or tutor is debited the full value of what he/she would have received in payment if no cancellation had occurred.

3. Cancellation/Rescheduling by Student: If the student needs to cancel/reschedule an appointment, the following schedule applies:

- >96 hrs. before session- Tutor does not receive payment.
- 24-96 hours before session: Tutor receives ½ of pay he/she would have received.
- <24 hrs notice, or no-show: Tutor receives the full value of what he/she would have received in payment if no cancellation had occurred.

### 3. Locations and Times

We offer flexible locations and times designed to meet the needs of our students. Certain locations may have a mileage surcharge to be paid by the student and reimbursed to the tutor. Any mileage surcharge will be announced at the time the tutoring assignment is offered. Absent a specific agreement, the default rule is that mileage is not billable, either for drive time or gas. That is why it is important that the tutor indicate how far he/she is willing to travel for tutoring assignments.

### 5. Lateness

The party who is traveling for the convenience of the other party, usually the tutor, has a 15-minute grace period. The party for whose convenience the location was arranged, usually the student, does not. If the location is mutually convenient, a grace period does not apply. If the student is late (after the grace period, if applicable), he/she loses those minutes. If the tutor is late, he will owe the student the extra time by which he was late, either in that session or at a later time, in addition to the original hours. After 30 minutes have passed, a presumption of a no-show exists.

#### 6. Tutoring Session Lengths

Most sessions have a 2-hour minimum. Certain tutoring plans incorporate one-hour sessions as well. Thus, even if a student finishes his work in less time than booked, the tutor still receives payment for the booked time. The tutor will notify the student when the booked time has expired. If the student wants to extend the session length, he/she may do so if the tutor has time. The tutor is under no obligation to extend the session.

#### 7. Group Rates

Tutors receive higher rates for groups with more than two students. The rates depend on the number of students participating.

#### Signature Line

All of the information in this application is true and correct to the best of my knowledge.

#### **Applicant Signature:**

\_\_\_\_\_

Date: \_\_\_\_\_

#### **Parent Signature** (if applicant is under 18):

\_\_\_\_\_

Date: \_\_\_\_\_

#### Attachments Required:

1. Resume. (Email to Peter\_McCauley@logostutoring.com)
2. Current transcripts. (Fax to 713-669-0337)
3. At least 2 references (Include on resume).