



# Independent Contractor Questionnaire to Provide Tutoring Services

## SECTION I: GENERAL INFORMATION

Last Name

First Name

DBA/Company Name (if applicable)

EIN (if applicable)

Phone/Cell  Preferred method of contact

E-mail  Preferred method of contact

## SECTION II: QUALIFICATIONS

### EDUCATIONAL BACKGROUND/COLLEGES ATTENDED

Institution/Location	# Years Attended	Degree Rec'd	Date Expected (if in progress)	Major/Area(s) of Study	GPA
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### PERFORMANCE ON STANDARDIZED TESTS

SAT: Critical Reading \_\_\_\_\_ Writing \_\_\_\_\_ Essay \_\_\_\_\_ Math \_\_\_\_\_ ACT: Composite \_\_\_\_\_

### PERTINENT SPECIALIZED TRAININGS AND/OR COURSEWORK, HONORS/AWARDS

### TUTORING OR OTHER RELEVANT EXPERIENCE (use separate paper, if necessary)

Please detail any and all previous tutoring experiences, including dates, students' ages, subjects, etc.:

Please detail your exposure, knowledge and experiences with Learning Disorders and/or ADHD:

**TUTORING SUBJECTS** Please indicate which age-ranges and subjects you are interested in AND confident with. (A 3.5 GPA is required in order to provide tutoring services for each subject area).

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> ELEM. LANGUAGE ARTS         | <input type="checkbox"/> STATISTICS                 | <input type="checkbox"/> STUDY SKILLS/ORGANIZATION   |
| <input type="checkbox"/> PHONICS                     | <input type="checkbox"/> AP or HONORS MATH          |  |
| <input type="checkbox"/> READING FLUENCY             |   |  |
| <input type="checkbox"/> READING COMPREHENSION       | <input type="checkbox"/> ELEMENTARY SCIENCE         | <b>SPECIALIZED SERVICES:</b> (require pertinent certifications, specific educational backgrounds, and/or experience) |
| <input type="checkbox"/> *GRAMMAR                    | <input type="checkbox"/> MIDDLE SCHOOL SCIENCE      | <input type="checkbox"/> MULTI-SENSORY READING PROGRAMS<br>(e.g., Wilson, etc.) Specify: _____                       |
| <input type="checkbox"/> *COMPOSITION                | <input type="checkbox"/> BIOLOGY                    | <input type="checkbox"/> EARLY CHILDHOOD/PRE-K   |
| <input type="checkbox"/> *ESSAYS/JANE SCHAFER METHOD | <input type="checkbox"/> CHEMISTRY                  | <input type="checkbox"/> EXECUTIVE FUNCTION  |
| <input type="checkbox"/> *RESEARCH PAPERS            | <input type="checkbox"/> PHYSICS                    | <input type="checkbox"/> WRITING   |
| <input type="checkbox"/> GEN. HS ENGLISH/LANG. ARTS  | <input type="checkbox"/> Other SCIENCE: _____       | <input type="checkbox"/> SPECIAL EDUCATION   |
| <input type="checkbox"/> AP or HONORS LANG. ARTS     | <input type="checkbox"/> AP or HONORS SCIENCE       |  |
| <i>*writing samples required</i>                     |   |  |
| <input type="checkbox"/> ELEMENTARY MATH             | <input type="checkbox"/> ELEM. SOCIAL STUDIES       | <b>STANDARDIZED TEST PREPARATION:</b>  |
| <input type="checkbox"/> MIDDLE SCHOOL MATH          | <input type="checkbox"/> WORLD HISTORY/WESTERN CIV. | <input type="checkbox"/> AIMS <input type="checkbox"/> MATH <input type="checkbox"/> VERBAL                          |
| <input type="checkbox"/> PRE-ALG                     | <input type="checkbox"/> US HISTORY                 | <input type="checkbox"/> *ACT <input type="checkbox"/> MATH <input type="checkbox"/> VERBAL                          |
| <input type="checkbox"/> ALG. I                      | <input type="checkbox"/> GEOGRAPHY                  | <input type="checkbox"/> *SAT <input type="checkbox"/> MATH <input type="checkbox"/> VERBAL                          |
| <input type="checkbox"/> ALG. II                     | <input type="checkbox"/> GOVERNMENT                 | <input type="checkbox"/> HSPT <input type="checkbox"/> MATH <input type="checkbox"/> VERBAL                          |
| <input type="checkbox"/> GEOMETRY                    | <input type="checkbox"/> SPANISH      LEVEL? _____  | <input type="checkbox"/> GED   |
| <input type="checkbox"/> TRIGONOMETRY                | <input type="checkbox"/> FRENCH      LEVEL? _____   | <i>*test scores required</i>   |
| <input type="checkbox"/> PRE-CALCULUS                | <input type="checkbox"/> LATIN      LEVEL? _____    |  |
| <input type="checkbox"/> CALCULUS                    | <input type="checkbox"/> Other FOREIGN LANG.: _____ | Any other subject(s) not listed? _____   |

Preferred age group(s):

- elementary students (requires current or past teaching certification)    middle school students    high school students

### SECTION III: SCOPE OF WORK

**DESCRIPTION OF SERVICES:** We contract with professional, qualified individuals to provide tutoring services at our north Scottsdale facility, at select school sites or other off-site locations, and in-home (valleywide, with the majority located in North Scottsdale, Central and North Phoenix, and Paradise Valley). Most tutoring services take place **one-on-one in our students' homes**.

On-Track's goal is to match each student with the professional most suited to his or her needs. Independent contractors do, however, have the opportunity to accept or decline assignments and to set their own schedules. Further, while we offer training opportunities and are happy to assist independently contracted tutors with specific tutoring strategies, we do not subscribe to one particular program, method or curriculum for tutoring. Rather, we contract with individuals based on their prior knowledge and teaching abilities, and we rely on their expertise to determine exactly how they can best help each student.

**TIMEFRAME:** If you, the independent contractor, are selected by On-Track to provide tutoring services, the assignment(s) begin(s) no earlier than July 31 of the current school year and end(s) no later than July 31 of the next school year, at which time there is a possibility of contract renewal. An Independent Contractor Agreement will be presented and must be signed before tutoring services can begin.

**DELIVERABLES:**

- Tutoring services are to be performed in accordance with On-Track's guidelines and philosophy.
- Schedule(s), as decided mutually by the independent contractor and the client, are to be fulfilled until the client or On-Track initiates ending tutoring services.
- Services are to be performed at clients' homes, at the On-Track Office, or at another off-site location as agreed upon by the independent contractor and the client.
- Reports are required to be submitted to On-Track on a monthly basis, by the 1st of each month, or as otherwise stated, per Agreement.

**PAYMENT:** When deliverables are met, automated payments are made to independent contractors on the 15th of each month for the previous month's services.



Please provide/confirm the following information:

**AVAILABILITY** (between 7AM & 10PM)    **Mon**    **Tues**    **Wed**    **Thurs**    **Fri**    **Sat**    **Sun**    **Notes**

Hours (from \_\_\_\_ to \_\_\_\_):

Avail. starting date: \_\_\_\_\_ # of tutoring hours per week desired: \_\_\_\_\_

I am willing to travel (up to) \_\_\_\_\_ miles to provide tutoring services.    I have reliable transportation.     Yes     No

I understand the Scope of Work to be performed.     Yes     No    I understand that monthly reports are required.     Yes     No

I am comfortable providing tutoring services in client's homes.     Yes     No

I am willing/able to commit to tutoring for the duration of the school year.     Yes     No

**SECTION IV: REFERENCES**

Please list **three** former tutoring references, previous job or educational references, and/or personal character references (not relatives).

Name	Years Known	Relationship	Phone #	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**SECTION V: ATTACHMENTS**

Please submit copies of each of the following (as applicable):

- Current CV/Résumé
- College transcripts (unofficial copies are acceptable)
- Three letters of recommendation
- Teaching or other certification(s)
- Fingerprint Clearance Card

**SECTION VI: CERTIFICATIONS**

In submitting this questionnaire, I understand that I am seeking work as an Independent Contractor. Individuals selected and contracted to provide tutoring services for On-Track Tutoring & Family Support Services, Inc. are NOT considered employees and are not eligible for employee benefits. *Submitting this questionnaire does not guarantee contract work or employment of any kind.*

**The independent contractor represents and certifies as part of this questionnaire, including attachments, that the information provided is accurate, complete, and applicable as of the date shown below.**

**By:**  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name

Address     City     State     ZIP