***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*Excellence in Education since 1985*

Thank you for your interest in joining the team at Back to Basics Learning Dynamics, Inc. We are proud of our reputation as the premier full-service educational facility of the Tri-state area. As such, we hire only the most qualified educational professionals. Please fill out the application below and forward this application, **along with your resume**, to:

**Mailing address:** Back to Basics Learning Dynamics, Inc.

ATTN: Phyllis Collins

6 Stone Hill Road

Wilmington, DE 19803

**Fax:** 302.421.9479

ATTN: Phyllis Collins

**Email:**  [Phyllis@backtobasicslearning.com](mailto:Phyllis@backtobasicslearning.com) (as a MS Word attachment or email text)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | **NAME:** |  | **DATE:** |  | |  |
| |  |  |  |  | | --- | --- | --- | --- | | **PHONE WORK:** |  | **CELL:** |  | |  |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **ADDRESS:** |  | | | | | | **CITY:** |  | **STATE:** |  | **ZIPCODE:** |  | | |
| |  |  | | --- | --- | | **EMAIL:** |  | | |
| * **Please state the specific position(s) for which you are applying.** | |
|  | |
| **We offer services in our Wilmington and Newark Centers as well as in schools, client homes, and offices.** | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Do you have a car?** | | | |  | **Yes** | | |  | **No** | |
|  | | | |  |  | | |  |  | |
| * **Which of the following geographical locations are within 20 minutes of home or work?** | | | | | | | | | | | | | | | | |
|  | Wilmington |  | Newark | | |  | New Castle | | |  | | Hockessin |  | Bear |  | Middletown |
|  | Dover Area |  | Georgetown | | |  | Milford | | |  | | Southern Chester Country, PA | | |  | Chadds Ford |
|  | Kennett Square, PA | | | | |  | Landenberg, PA | | | | | |  | Elkton, MD |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| * **Our current positions are part time based on need. *For tutors only,* we require a commitment of at least eight hours per week for nine months, and we ask that you sign a contract to that effect. Can you commit to this with Back to Basics?**  |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Yes** |  |  | **No** | |

* **When are you available? (Please check all that apply.)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | M – F |  | Morning |  | Afternoon |  | Evening |
|  | Weekends |  | Morning |  | Afternoon |  | Evening |

**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 State and Federal Background Check be completed before you will be assigned any students (State is paid by the applicant and Federal is paid by Back to Basics).

* **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 a crime (felony or misdemeanor) other than a minor traffic violation?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** |  | **No** |

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

|  |
| --- |
|  |

We typically provide our tutors with a starting rate of $19.00 - $25.00 per hour. The rate is based upon degrees and experience. Interpreters and translators are paid $25 per hour.

Official transcripts of any degrees obtained in the last eight years will be requested at time of interview.

|  |  |  |  |
| --- | --- | --- | --- |
| **GPA Graduate Degree** |  | **GPA Undergraduate Degree** |  |

Any false or substantive omission of information may be cause for rejection or dismissal if hired by Back to Basics Learning Dynamics, Inc.

I authorize the release of any information from previous employers or references.

I understand that if I am hired by Back to Basics Learning Dynamics, Inc., the company will require verification of identity and eligibility to work in the United States. You will need to supply two forms of documentation from the list attached to this link:

[**www.uscis.gov/sites/default/files/files/form/i-9.pdf#page=9**](http://www.uscis.gov/sites/default/files/files/form/i-9.pdf#page=9)

I have read and I understand everything on this application.

Thanks again for your interest in Back to Basics. Due to our large volume of applications, we will contact you **only** if we think you could be a match for us.

|  |
| --- |
|  |

**Signature of Applicant**

|  |  |
| --- | --- |
| **Applicant Name:** |  |

**PROFESSIONAL REFERENCES:** List three people who have first-hand knowledge of your professional ability to succeed in your position of interest with Back to Basics.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME:** |  | | | | **TITLE:** | |  |
| **COMPANY/SCHOOL:** | | |  | | | | |
| **PHONE-WORK:** | |  | | **CELL:** | |  | |
|  | | | | | | | |
| **NAME:** |  | | | | **TITLE:** | |  |
| **COMPANY/SCHOOL:** | | |  | | | | |
| **PHONE-WORK:** | |  | | **CELL:** | |  | |
|  | | | | | | | |
| **NAME:** |  | | | | **TITLE:** | |  |
| **COMPANY/SCHOOL:** | | |  | | | | |
| **PHONE-WORK:** | |  | | **CELL:** | |  | |
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