

Plan A Tutoring – Job Application Guideline



Hi, our team is thrilled for your interest in joining Plan A Tutoring. Below, you will find information regarding the process of completing your application in step by step detail. We would suggest that you read this document carefully, as a missed field may result in an ignored response or a delay in processing. Thank you.

*****ALL FORMS CONTAINING ANY USAGE OF AI WILL BE IGNORED**

Please send your completed application to contact@planatutoring.com

Subject name of the email: “**YOUR FULL NAME, TUTOR APPLICATION FORM**”

- Example if your name is John smith
- Subject: “John Smith TUTOR APPLICATION FORM”

Pay: \$18-30/hr

Additionally, a reference letter from a teacher, mentor, previous employer would strengthen your application, but is optional. No family members.

Here is what is required in your application (* *Required*):

1. Resume and cover letter

- *File Upload / Link*: Please attach your resume to your application.*
- *File Upload / Link*: Please attach your cover letter to your application.

2. Basic information

- Your full name *
- Date of birth*

- Grade 8 Science
- Grade 8 Math
- Grade 9 Humanities
- Grade 9 Science
- Grade 9 Math
- Math 15/10C
- Math 20-1/20-2
- Math 30-1
- Math 30-2
- Math 31
- Science 10
- Science 20
- Science 30
- Chemistry 20
- Chemistry 30
- Physics 20
- Physics 30
- Biology 20
- Biology 30
- English 10-1/10-2
- English 20-1/20-2
- English 30-1/30-2
- Social Studies 10-1/10-2
- Social Studies 20-1/20-2
- Social Studies 30-1/30-2

- Upload your most up to date high school or post secondary transcript*

File Upload (Required)

Applications without proof of grades will be ignored

4. Logistics

- Where do you live (area/community, city)*

- Do you have reliable access to a vehicle?*

 - Yes, I have my own car and license.
 - No, I rely on parents/rides.
 - No, I take Public Transit.

- Which areas are you willing to tutor in?*

 - SW Calgary (Signal Hill / Bankview)
 - NW Calgary (Nose Hill / Crowfoot)
 - SE Calgary (Fish Creek/Shawnessey)
 - NE Calgary (Central/Village Square)
 - SW Edmonton (Windermere / Terwillegar)
 - NW Edmonton (Castle Downs / Westmount)
 - SE Edmonton (Summerside / Mill Woods)
 - NE Edmonton (Clareview / Londonderry)
 - Other location in Alberta (please specify)
 - Online Only

- Availability: When can you work?*

 - *Please be fully honest. Even if you're available for only a few hours in the week that is fine. Also this is just to give us a rough idea how we can fit you into the*

schedule builder. Write “off” if you cannot work a certain day of the week. If you are having trouble attaching this to your email draft, you may take a screenshot of the complete chart and attach the file to your draft.

Day of the week	Time
Mondays	
Tuesdays	
Wednesdays	
Thursdays	
Fridays	
Saturdays	
Sundays	

5. Long answer (PARAGRAPH OR VIDEO):

- Pick any concept related to a subject you are willing to tutor. Explain it as if you were teaching a struggling student at an appropriate grade level. Use your own words. Can be answered through a video recording.*
- Why do you want to join our team?*
- What makes you a better tutor than the other candidates?*

- Optional but Recommended:
 - *File Upload / Link:* Upload a 60 second video introducing yourself. Tell us your name, your favorite subject, and a fun fact. We want to hear your communication style!
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6. Commitments

- Are you able to commit to your students all the way until the end of the school semester (June)?*
 - Yes
 - No
 - Not sure yet

 - (For 18+) Do you have or are you willing to obtain a Police Information Check (Vulnerable Sector Search)?*
 - Yes
 - No
 - Not sure yet
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7. Final Checklist (* Required):

Please ensure you have uploaded all of the following documents:

- Section 1-6 filled out*
- Resume*
- Cover Letter
- Transcript*
- Introduction Video
- Any references to support your application