



Dear Applicant:

Thank you for your interest in AchieveResults™ Tutorial & Educational Consulting, LLC. All contractual services are provided on a seasonal, part-time basis.

Online Employment Application

The first step in our employment process is for applicants to complete the **Online Employment Application** via the **AchieveResults™ Electronic Database System (AREDS)**. Upon review of your online application, and availability of positions, an AchieveResults™ representative will contact the applicant to schedule an interview.

National Criminal Background Check

Applicants interested in continuing with the application process are required by the Department of Education, and AchieveResults™ policy to submit to a **National Criminal Background Check**, which may include fingerprinting and/or drug screening, even if the applicant currently works within a school district. AchieveResults™ contracts with an independent agency to conduct criminal background checks, and as such, **the applicant is responsible for paying the non-refundable Criminal Background fee, which is deducted from the first compensation.** Should the applicant discontinue the application process **AFTER** the criminal background search has been conducted, he/she shall be responsible for remitting to AchieveResults™ a cashier's check to pay for the criminal background search, upon notification from the AchieveResults™ Corporate Office. Service with AchieveResults™ is contingent upon "passing" the Criminal Background Check.

References

Applicants are also required to obtain **TWO (2) professional references** from previous supervisors (*Reference forms attached to this Cover Page*). Applicants applying for **Tutor or Coordinator** positions are required to secure references on the **INSTRUCTIONAL Confidential Reference Form**. Applicants applying for all other positions are required to secure references on the **NON-INSTRUCTIONAL Confidential Reference Form**.

Delineated below are documents required to complete the processing of your employment application.

Training

After all documents have been received and reviewed, and based on availability of positions, applicants will be provided with information on completing the AchieveResults™ Professional Development Training. All AchieveResults™ contractors who teach or supervise the instructional program must successfully complete the AchieveResults™ Professional Development Training in order to receive service assignments.

We look forward to receiving your **Online Employment Application** and other supporting documentation. Should you have questions, please do not hesitate to contact the AchieveResults™ office at (404) 241- 0977.

Regards,

Allison N.W. Brown

Dr. Allison N.W. Brown, President



Independent Contractor Employment File

School Term: _____ - _____

CONTRACTORS MUST COMPLETE THIS FORM AND PLACE IT AS PAGE 1 OF THE COMPLETED APPLICATION PACKET.

Contractor _____ District/Location _____ Date _____

The documents below are required to complete your employment file. All documents must be received in the AchieveResults™ Corporate Office before your service assignment can be completed.

Directions: Place a check mark verifying that you are submitting the required employment documents to the AchieveResults™ Office. If you are submitting your documents through a third party to forward to AchieveResults™, ensure that you submit your documents in a **SEALED** envelope. **Sign your name on the BACK of the seal.**

ALL employment documents **MUST** be compiled IN THE ORDER INDICATED ON THIS CHART. **THIS COMPLETED COVER PAGE MUST** be placed **ON TOP** of your employment documents. Submit as a **COMPLETE PACKAGE** to AchieveResults™ Corporate Office.

CONTRACTOR EMPLOYMENT DOCUMENTS										
Online Employment Application <i>(Download & Submit a copy)</i>	Criminal Background Check Form	Driver's License or State ID <i>(Picture MUST be CLEAR & LEGIBLE)</i>	Social Security Card	Signed Contractual Agreement	Signed Proprietary Agreement	Signed AREDS Agreement	References	Teaching Certificate	Resume/ Transcript	Pay Documents <input type="checkbox"/> Voided Check <input type="checkbox"/> New 1099 Profile <input type="checkbox"/> Paychex Direct Deposit Form <input type="checkbox"/> W-9
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

FOR ACHIEVERESULTS™ OFFICE USE ONLY							
Completed Criminal Background Report	Online Performance Assessment Results Letter	Training Verification Documentation	Code of Conduct	Myth or Reality Self-Assessment	Math or Reading Curriculum & Instruction	AREDS Training Assignment	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Comments: _____

INSTRUCTIONAL CONFIDENTIAL REFERENCE FORM

Position Applied for: _____ Tutorial Location/State _____

Applicant's Name _____

I authorize the evaluator indicated below to provide AchieveResults™ Tutorial & Educational Consulting, LLC with information regarding my suitability for working with students.

Applicant's Signature _____ Date _____

THIS SECTION TO BE COMPLETED BY EVALUATOR

(One evaluator MUST be applicant's CURRENT PRINCIPAL/SUPERVISOR. Second evaluator MUST have supervised the applicant's work)

The person named above has applied as a contractor with AchieveResults™ Tutorial & Educational Consulting, LLC and is requesting a reference from you. Please complete this reference form and return it to the applicant in a **SEALED** envelope with **your signature** **affixed on the sealed portion of the envelope.**

Place a check mark in the appropriate column for the indicators about which you have adequate knowledge to rate this applicant.

<u>PROFESSIONALISM</u>	Excellent	Good	Fair	Poor	Did not Observe
Knowledge of Subject Matter	_____	_____	_____	_____	_____
Instructional Techniques/Methods	_____	_____	_____	_____	_____
Preparation and Planning	_____	_____	_____	_____	_____
Classroom Management Skills	_____	_____	_____	_____	_____
Verbal Communication Skills	_____	_____	_____	_____	_____
Written Communication Skills	_____	_____	_____	_____	_____
Enthusiasm for Teaching	_____	_____	_____	_____	_____
Conflict Resolution Skills	_____	_____	_____	_____	_____
Sensitivity to Individual Student Needs	_____	_____	_____	_____	_____
Ability to Work with Parents	_____	_____	_____	_____	_____
<u>PERSONAL</u>					
Character	_____	_____	_____	_____	_____
Sound Judgment	_____	_____	_____	_____	_____
Cooperative Spirit	_____	_____	_____	_____	_____
Respect	_____	_____	_____	_____	_____
Self-Control	_____	_____	_____	_____	_____
Punctuality	_____	_____	_____	_____	_____
Reliability	_____	_____	_____	_____	_____

Would you hire this applicant to work with your own child/family member? Yes No

In what capacity have you worked with this applicant? Current Supervisor Previous Supervisor
 Colleague Other (*Specify relationship*): _____

Evaluator's Signature _____ Position _____

Print Name _____ Date _____

Company's Name _____ Phone (____) _____

NON-INSTRUCTIONAL CONFIDENTIAL REFERENCE FORM

Position Applied for: _____ **Tutorial Location/State:** _____

Applicant's Name _____

I authorize the evaluator indicated below to provide AchieveResults™ Tutorial & Educational Consulting, LLC with information regarding my suitability for work.

Applicant's Signature _____ **Date** _____

THIS SECTION TO BE COMPLETED BY EVALUATOR

(One evaluator MUST be applicant's CURRENT PRINCIPAL/SUPERVISOR. Second evaluator MUST have supervised the applicant's work)

The person named above has applied for a position with AchieveResults™ Tutorial & Educational Consulting, LLC and is requesting a reference from you. Please complete this reference form and return it to the applicant in a **SEALED** envelope with **your signature affixed on the sealed portion of the envelope**.

Place a check mark in the appropriate column for the indicators about which you have adequate knowledge to rate this applicant.

<u>PROFESSIONALISM</u>	Excellent	Good	Fair	Poor	Did not Observe
Verbal Communication Skills	_____	_____	_____	_____	_____
Written Communication Skills	_____	_____	_____	_____	_____
Computer Technology Skills	_____	_____	_____	_____	_____
Preparation and Planning	_____	_____	_____	_____	_____
Organization Skills	_____	_____	_____	_____	_____
Ability to Work Efficiently	_____	_____	_____	_____	_____
Ability to Complete Tasks Accurately	_____	_____	_____	_____	_____
Problem-Solving/Critical Thinking Skills	_____	_____	_____	_____	_____
Conflict Resolution Skills	_____	_____	_____	_____	_____
Ability to Work Cooperatively with Others	_____	_____	_____	_____	_____
 <u>PERSONAL</u>					
Character	_____	_____	_____	_____	_____
Sound Judgment	_____	_____	_____	_____	_____
Cooperative Spirit	_____	_____	_____	_____	_____
Respect	_____	_____	_____	_____	_____
Self-Control	_____	_____	_____	_____	_____
Flexibility	_____	_____	_____	_____	_____
Punctuality	_____	_____	_____	_____	_____
Reliability	_____	_____	_____	_____	_____

Would you hire this applicant to work with/for you? _____ Yes _____ No

In what capacity have you worked with this applicant? Current Supervisor Previous Supervisor
 Colleague Other (*Specify relationship*): _____

Evaluator's Signature _____ Position _____

Print Name _____ Date _____

Company's Name _____ Phone (____) _____