



Mindful Learning

“Training for the Mind”

TEACHER APPLICATION

**Send To: Mindful Learning, LLC
11600 Welch Rd
Dallas, TX 75229**

Applicant Name

Date

Mindful Learning is an equal opportunity employer and will not discriminate in any employment practice on the basis of race, color, religion, sex, age, disability, sexual orientation, or veteran status.

Employment Process

1. Complete Mindful Learning Application
2. Attach a resume to this application
3. Complete interview with Mindful Learning representative
4. Complete Mindful Learning Training Program
5. Complete and pass background check which will be conducted Mindful Learning to ensure safety
6. Complete all financial forms required before payment

Requirements for Employment

1. A minimum 3.0 G.P.A. and a record of leadership and professionalism
2. Employee must be in good standing with their respective school
3. Employee must feel comfortable tutoring students
4. Employee must be a person who has experience working and helping other students and have proven leadership capability
5. Employee must take Mindful Learning assessment test
6. Employees must be certified through Mindful Learning's Mentor Certification process including 4 hours of training before contact with students
7. Employee must be legally able to work in the United States

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Date of Birth: _____ Social Security No.: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
Valid Drivers License? YES NO DL Number: _____
Have you ever been convicted of a felony? YES NO
If yes, explain: _____

Education

High School: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____
College: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____
Other: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list two professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____

*Mindful Learning will ensure to protect the privacy of all past and present applicants. This information is only used for the required background check. All information will remain **CONFIDENTIAL**.*

TEACHER CODE OF CONDUCT (COC)

TEACHER Creed

I agree that as a TEACHER I will maintain a standard of **PROFESSIONALISM** in conduct, appearance, and performance of their duties as stated in this document.

All team members are required to:

- Be accountable to their assigned leader
- Provide a positive role model for students
- Execute assigned curriculum
- Excite students about Mindful Learning programs and learning
- Be committed and consistent
- Be prompt
- Be positive
- Be passionate

I understand that the relationship between a TEACHER and a student is solely of academic/advisory nature. Any form of relationship that goes beyond this purpose is forbidden. TEACHER are only permitted to facilitate sessions assigned by Mindful Learning management. Unacceptable behavior includes, but is not limited to the following:

- Romantic involvement
- Unauthorized student contact
- Sexual harassment
- Physical harm
- Tardiness
- Unexcused absences
- Discrimination
- Verbal abuse
- Unprofessional conduct at school sites

Attendance and Punctuality

TEACHERS are expected to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other TEACHERS, employees, and on your work site management. In the rare instances when TEACHERS can not avoid being late to work or are unable to work as scheduled, you should notify your leader/management as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Dress Code

Appropriate Mindful Learning Attire

All employees are required to wear appropriate attire during tutoring sessions which respects the teaching profession and exhibits professionalism in every aspect.

Inappropriate Business Attire

The following guidelines provide a list of inappropriate attire. The items listed below clearly define what is unacceptable. This list is not all encompassing, it is simply a guideline. Please use it to ensure that you maintain a professional image.

- leggings / stirrup / jean pants or skirts
- shirts with other slogans or large emblems
- sweatshirts / sweatpants / jogging suits
- halter dresses / sun dresses / sleeveless dresses and shirts
- spandex / Lycra / leather clothing
- t-shirts / oversized shirts / tank tops / crop tops
- provocative or revealing attire

ACKNOWLEDGEMENT OF RECEIPT AND CONSENT

I have reviewed the TEACHER Code of Conduct (COC). I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in this document.

I understand that the TEACHER COC serves as a guideline for my employment with Mindful Learning. I understand that I may be terminated at any time with or without cause or notice.

I hereby agree to give permission to Mindful Learning, as a condition of my employment, to conduct a background investigation. I hereby release Mindful Learning of all related liability that may occur as a result of a background investigation.

I hereby give Mindful Learning full permission to photograph, videotape, copyright, broadcast, reproduce, telecast or cablecast, use on the internet or intranet, publish or poses all photo or likeness of myself. I further release and relieve Mindful Learning from any liabilities, known or unknown which may arise out of the use of this material.

I understand that Mindful Learning has the right to add to, modify or delete provisions of the Mentor COC and the policies and procedures on which they may be based, at any time without advance notice. I understand that no oral statements or oral representations can in any way change or alter the provisions of the TEACHER COC.

I understand that the information contained in the COC is confidential, and I agree not to disclose it to anyone not employed by Mindful Learning.

I certify that statements I have made in this application are true, complete and correct to the best of my knowledge.

Signature _____

Printed Name _____

Date _____