



Application for Employment

Bismillah— Assalaamu Alaikum wa Rahmatullahi wa Barakaatuh

The following conditions pertaining to work in this contract must be fulfilled. THM Sadaqa Group, Inc © is offering a position for Assistant/ Volunteer Instructor/Paid Instructor or other suggested volunteer employment;

- The person applying for the position must have accepted the terms given
- All parties are legally competent to enter into contracts
- All parties are of the age of puberty; and of sound judgment
- All parties must be Muslim
- This contract fulfills the making of an offer by way of oral and written contract forms
- Dual declaration of intention and consent must be obtained by way of verbal contact (phone) for completion of contract terms (this is done without any break in the process for agreement).
- No one person may hold the position of Assistant; Volunteer; and/or Instructor at one time. Each position is unique as your circumstance and responsibilities may vary.
- Please schedule a contract continuation meeting before you proceed with this process inshaAllah.

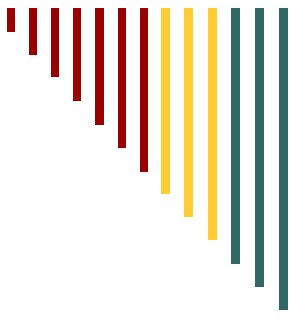
“And fulfill the Covenant of Allâh (Bai’a: pledge for Islaam) when you have covenanted, and break not the oaths after you have confirmed them, and indeed you have appointed Allâh your surety. Verily! Allâh knows what you do. (An-Nahl 16:91)”

Respectfully Submitted,

The House of Mecca Sadaqa Group, Inc © 2004-2009

Your Standard Salafi Curriculum Guide to Online Homeschool Assistance

“We continue to say, that working together is a part of the puzzle, but dedication and commitment provide the keys that open doors to true Salafi homeschool assistance.”



Application for Employment

My dear brother or sister in Islaam, Alhamdulillah this letter is to confirm your volunteer or paid position for Assistant/Volunteer Instructor or Paid Instructor of Islamic Education at THM Sadaqa Group, Inc © and includes what is expected from you in regards to requirements and responsibilities inshaAllah.

Your Position Request: _____
Your Full Name/Kunyah: _____
Masjid Referral (if any): _____
Your Contact Number: _____
Your Choice of Payment: _____
Your Subject Choice: Islamic Studies Academic Studies
Your expected start date is _____.

You will be notified if there is any change in our class schedules or for the position requested. We at THM feel that this position offers a significant opportunity for your personal growth and for the increased benefit to the children, parents and other volunteers.

This letter and information contained herein does not in anyway constitute and should not be construed as a promise of employment for any specific length of time.

Payment to instructors at this time is according to the following:

All students rendering the amount due at the specified time will produce a specific yield amount. Whatever the amount, it will be divided evenly amongst the paid staff and a small allotment given to our volunteers as well inshaAllah. Payments will be issued in several ways. You have a choice of receiving your payment through Paypal, Google Checkout, or by money order inshaAllah. Payments are made once a month, usually during the second week of the month from Monday to Wednesday inshaAllah. This policy is not set in stone and is subject to change with a prior 30-day notice.

The remainder of this document will explain your administrative authority and to what extent this position supervises others.

Welcome to The House of Mecca Sadaqa Group, Inc © 2004–2009

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Requirements and Responsibilities

1) It shall be the responsibility of the Assistant/Volunteer Instructor/or Instructor to follow the prescribed (suggested) course of study and to enforce Islamic rules and regulations in conjunction with the policies of THM Sadaqa Group, Inc ©, whether those policies are present at the time of hire or created thereafter your volunteer/paid employment. Including in this responsibility is the maintaining and rendering of the appropriate records and reports for students, parents, and volunteers under your supervision.

2) As Assistant/Volunteer Instructor/or Instructor you shall have the right, and inshaAllah it shall become your duty to direct and control within your reasonable capabilities and limits the studies of the participating students, taking into consideration individual differences including various age groups: this is provided that all participants shall receive instruction in such prescribed courses as named (example: Islamic Studies may include Qur'aan, Arabic, Aqeedah, Fiqh, and Seerah).

3) The volunteer instructor or paid instructor shall be responsible for the evaluation of all student participants based upon educational growth and development. Included in this is the making/sending of periodic progress reports to parents. Any children represented by male parents only can/shall have their reports forwarded to the Female Administrator of Academic/Islamic Education (Saddiqua Muhammad Black bint Elijah at thmsadaqagroup@gmail.com for the purpose of communication)

4) As Assistant/Volunteer Instructor/or Instructor it is your responsibility to report any all major curriculum changes to the Administration. To do this please email the above email address or call 404.492.8329 for assistance about this process.

5) As mentioned previously your class start date begins anywhere during the month of Muharam/January and Ends in the month of Dhul-Hijjah the current month/year may change. It is now 1430/2009 alhamdulillah. During this time period, termination of contract can fall under the following categories inshaAllah:

- THM Sadaqa Group, Inc © reserves the right to immediately terminate the Asst./Vol. Instr./Instr. for any teachings that may arise and sway the children from the correct path, in which due not adhere to the proper understanding of Aqeedah and Manhaj.
- Immediate termination due to verbal abuse from either party (THM Sadaqa Group or Asst./Vol. Instr../Instr.) shall be a just cause for immediate termination. Also any verbal abuse to any student participant and/or their parents and volunteers is cause for termination. You have full right to suspend, restrict or terminate any student participation due to child/parent abuse.
- Normal Termination/Release/ or Lay-Offs of your contract by THM Sadaqa Group, Inc © can be established at anytime by providing you the assistant/Volunteer Instructor/Instructor with a written thirty (30) day notice of dismissal of services.
- Termination of contract by you the assistant/Volunteer Instructor/Instructor can be established at anytime with a thirty (30) day written notice or in the event a replacement is found earlier than this, it will be your responsibility to fill in your replacement regarding the lessons as to not leave the children without instruction during the termination process. Also, to verify that the individual is upon sound Aqeedah and Manhaj if the referral/replacement is from your suggestion.

6) As the Volunteer Instructor/Instructor you shall maintain good order and discipline in your online virtual classroom at all times.

7) To familiarize yourself with the Online Software used for Instruction and any upgrades that become available for use to you; making your classroom a place of ease for you and the students inshaAllah.

8) To make yourself available for a minimum of not less than ten (10) minutes per class for participants to ask questions regarding

the material being presented. If the student's ask questions regarding matters that are beyond your capacity according the Islamic Jurisprudence and Laws, then you shall record the question and forward it to one of the Scholars, Students of knowledge or Imaams to be answered by members of the Ulema. Upon receipt of answer the original question and answer shall be posted in the homework section of our website www.thmteach.org for all to have access to it inshaAllah. You must also forward the response to Ukhti Saddiqua for administrative filing.

9) All major final decisions for female participation made regarding your affairs with THM Sadaqa Group, the students, parents, and or volunteers, any public announcements made on our behalf, any third party agreements and circumstances that do not exist in writing as above shall be delivered to the Administration for final decisions.

For additional questions contact

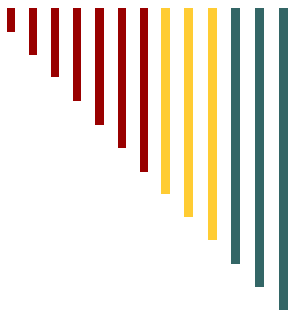
Saddiqua Muhammad Black—Female Administrator/Owner

Your signature/Initials confirm that you agree to the above conditions _____ Date

After your verbal consultation and agreement have been made you will need to provide your written confirmation my faxing this form or mailing it to administration. Instructions will be given to you regarding this process at the conclusion of your phone Interview inshaAllah.

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Your Administrative Authority - Authorization to Supervise



We at THM Sadaqa Group, Inc appreciate your assistance and alhamdulillah we shall make dua for your continued and complete success within the program, your life and the hereafter Aameen.

1. As an Instructor you have full rights and authority, to solicit assistance from other female instructors to aide you in the process of teaching the disciplines discussed in the previous responsibilities. In the process of hiring other individuals however, it will be your responsibility to ensure that they have the correct Manhaj, and that their Aqeedah is sound.

2. You are authorized to accept volunteer applications on behalf of THM Sadaqa Group, Inc © provided that you forward a copy of

the application contents to administration for record keeping.

3. You are authorize to train and direct all those whom you accept an application for employment for, so that they are familiar with the “ins and outs” of what will be needed from them daily inshaAllah.

4. You are authorized to call/contact the Ulema or other students of knowledge on behalf of the students (male/female) of THM to establish some connection to the Scholars.

5. You are authorized to call/email parents of the enrolled students in your classes for the purpose of educating them regarding their child/children's progress or degrees in the class for participation, homework, or memorization of text given or other than these.

6. You are authorized to use any materials you deem necessary or fit, to introduce as educational aides for the disciplines you have chosen to the students as long as it is in accordance to the path of Ad-Dawatus-Salafiyyah and is authored or translated by those who are known to be upon righteousness aameen.

7. In the event you need to use outside resources that are for the purpose of educational aides, but are not from authentic resources i.e. teaching them to write paragraphs or summaries etc..., please include a disclaimer statement with these materials if necessary.

As an Instructor you are advised to keep good records for your class so that students will have an excellent portfolio as presentation at the end of the Islamic homeschool year inshaAllah.

In this section below; you are authorized to make request regarding your position to be considered before/ after your start date. Upon acceptance of your request those things will be added to your contract and a new copy forwarded to you for signing inshaAllah.

- 1.
- 2.
- 3.

May Allah make easy the affairs of the Muslims aameen.

Jazakillahu Khayrun again for your acceptance of the position

May Allah Increase your benefit in this life and in the life to come, aameen

The House of Mecca Sadaqa Group, Inc © , THM Sadaqa Group, Inc © and THM TEACH ®

Saddiqua Muhammad Black bint Elijah –Female Administrator/Owner

*Additional note: As promised the administrators of THM Sadaqa Group, Inc. shall continue to maintain and operate the websites of thmsadaqagroup.org, thmteach.org, and thmteach.com according to current schedules and standards inshaAllah. The administration is willing to consider or accept any sound advice given for the purpose of improvement to programs so long as it is in accordance to Quran wa Sunnah, the objectives of THM, and based upon clear authentic Islamic proofs and evidences.

Your signature/Initials confirm that you agree to the above conditions _____

Date _____

Your Official start date is:

Pay Rate if any:

Volunteer rate if any: