



Employment Application

APPLICATION FOR EMPLOYMENT DATE _____

NAME _____ PHONE NUMBER _____

PRESENT ADDRESS _____

PERMANENT ADDRESS _____

SOCIAL SECURITY NUMBER _____ E-MAIL ADDRESS _____

Are you 18 years of age or older? YES NO If not, state your age. _____ If not, do you have required working papers? YES NO

Are you a U.S. Citizen? YES NO If not, do you have the legal right to work in this country? YES NO

EMPLOYMENT DESIRED POSITION _____ DATE YOU CAN START _____

ARE YOU EMPLOYED NOW? _____ IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____

HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE? _____ POSITION _____ WHEN? _____

HAVE YOU EVER BEEN FINGERPRINTED? _____ IF YES, WHEN? _____

EDUCATION			
NAME OF SCHOOL	LOCATION OF SCHOOL	YEARS ATTENDED	SUBJECTS STUDIED/ DEGREES OBTAINED
HIGH SCHOOL			DIPLOMA ___ YES ___ NO SUBJECTS:
COLLEGE			DEGREE: MAJOR:
OTHER			GRADUATE ___ YES ___ NO COURSES:

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK OTHER THAN LISTED ABOVE:

U.S. MILITARY SERVICE YES NO IF YES, RANK _____

OTHER SKILLS, ACTIVITIES OR LIFE EXPERIENCES (CIVIC, VOLUNTEER): _____

IF DESIRED, PROVIDE ADDITIONAL INFORMATION WHICH MAY HELP IN THE EVALUATION OF YOUR CANDIDACY:

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH MOST RECENT)

MONTH & YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION
FROM			
TO	SUPERVISOR		
	PHONE:		
	REASON FOR LEAVING		
DESCRIBE YOUR DUTIES			

MONTH & YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION
FROM			
TO	SUPERVISOR		
	PHONE:		
	REASON FOR LEAVING		
DESCRIBE YOUR DUTIES			

MONTH & YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION
FROM			
TO	SUPERVISOR		
	PHONE:		
	REASON FOR LEAVING		
DESCRIBE YOUR DUTIES			

REFERENCES

GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR			
NAME & POSITION/BUSINESS	ADDRESS	PHONE NUMBER	YEARS ACQUAINTED

We are an equal opportunity employment company. We are dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion, national origin, disability, marital status, or arrest record.

As a condition of employment, you may be required to have a post-employment offer physical examination or submit to a drug screening test.

I HEREBY GIVE AUTHORIZATION TO CHECK THE REFERENCES GIVEN IN THIS APPLICATION.

I UNDERSTAND THE MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR WILL NOT BE INTERPRETED IN MY FAVOR.

SIGNATURE _____ DATE _____

Please complete this page if you are applying for a tutoring position.

Please respond to the following question in two or three sentences:

When you arrive at your tutoring site, you find that one of your fellow tutors has taken ill suddenly and there will only be two of you available to work with 18 students that day. What would you do in this situation to make the afternoon go as smoothly as possible?

Please also choose and respond to one of the following questions:

Your homework program includes students from grades K-4. Some of your second graders need help reading a story in their books. At the same time, some fourth graders need help studying for a social studies test. What strategies would you use to help these two groups of students?

There are a few 6th grade students who have been assigned beginning algebra problems for homework. They ask you for help but math is not your strong suit. You look around the room for other 6th grade students who might have the same assignment but there are none today. What strategies would you use in order to assist these children?

A student consistently comes to tutoring unprepared, with minimal materials for her study session, or no knowledge about when projects are due. This individual also has a real “chip on her shoulder.” What strategies would you use to help her adjust to her tutoring sessions and with her studies?