

## EMPLOYMENT APPLICATION

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Applications are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

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### PERSONAL INFORMATION:

Date \_\_\_\_\_ Start Date \_\_\_\_\_

Full Time  Part Time  Temporary Referral Source \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ SSN: \_\_\_\_\_

Have you ever been convicted of or charged with a felony or misdemeanor:  Yes  No If yes, please explain details in full, including dates, details of offense(s) charged, jurisdiction and disposition of case:

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### EDUCATION:

Schools/Colleges Attended:	# Years	Year Grad	Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Certified Teacher: Y N

**EMPLOYMENT/WORK EXPERIENCE:** Start with your present or most recent position. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, sex or national origin.

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe Duties/Responsibilities/Accomplishments: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment (Month/Year): From \_\_\_\_\_ To \_\_\_\_\_

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe Duties/Responsibilities/Accomplishments: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment (Month/Year): From \_\_\_\_\_ To \_\_\_\_\_

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe Duties/Responsibilities/Accomplishments: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment (Month/Year): From \_\_\_\_\_ To \_\_\_\_\_

**BUSINESS REFERENCES:** Please provide individual and company names, position, addresses and phone numbers for 3 business references.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

Position: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

Position: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**SCHEDULING / ACADEMIC SUBJECT INFORMATION**

Place an "X" in the boxes that represent the times and days you are available to tutor.  
 Instructors are expected to report 15 minutes prior to the start of the tutoring session.

	MON	TUE	WED	THUR
2:00 - 3:00				
3:00 - 4:00				
4:00 - 5:00				
5:00 - 6:00				
6:00 - 7:00				

Place an "X" in the boxes that represent the subjects / academic areas that you feel confident tutoring.

- Reading
- Writing
- Basic Math
- Pre-Algebra
- Algebra
- Geometry
- SAT/ACT Test Prep
- Pre-School / Kindergarten

I CERTIFY that the above answers are true and complete to the best of my knowledge. I understand that this application is not intended to be any kind of contract or agreement. I authorize KnowledgePoints to investigate any statement contained in this application as necessary to determine my qualifications, and to perform a background check in the event an offer of employment is extended. If ultimately hired, I understand that any false or misleading information given in my application, correspondence, discussions or interview may result in immediate termination.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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**FOR KNOWLEDGEPOINTS USE ONLY:**

Arrange Interview:  Yes  No Date: \_\_\_\_\_ Place: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved:  Yes  No Date: \_\_\_\_\_

By: \_\_\_\_\_