

EMPLOYMENT APPLICATION

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.

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:

EDUCATION:

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

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: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): From _____ To _____

Employer: _____

Job Title: _____ Supervisor: _____

Street Address: _____

City/State/Zip: _____ Phone: _____

Describe Duties/Responsibilities/Accomplishments: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): From _____ To _____

Employer: _____

Job Title: _____ Supervisor: _____

Street Address: _____

City/State/Zip: _____ Phone: _____

Describe Duties/Responsibilities/Accomplishments: _____

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: _____

(Business References continued next page)

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.
 On Mon. – Thur., the final tutoring hour begins at 6:30 pm and ends at 7:30 pm. Friday the last hour begins at 3:30 pm and ends at 4:30 pm. Saturday hours are 9 am – 1pm. Instructors are expected to report 15 minutes prior to the start of the tutoring session.

| | MON | TUE | WED | THUR | FRI | | SAT |
|---------------|-----|-----|-----|------|-----|---------------|-----|
| 11:30 - 12:30 | | | | | | 9:00 - 10:00 | |
| 12:30 - 1:30 | | | | | | 10:00 - 11:00 | |
| 1:30 - 2:30 | | | | | | 11:00 - 12:00 | |
| 2:30 - 3:30 | | | | | | 12:00 - 1:00 | |
| 3:30 - 4:30 | | | | | | | |
| 4:30 - 5:30 | | | | | | | |
| 5:30 - 6:30 | | | | | | | |
| 6:30 - 7:30 | | | | | | | |

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 authorize KnowledgePoints, to investigate any statement contained in this application, as necessary to determine my qualifications. I understand that this application is not and is not intended to be any kind of contract or agreement. In the event of employment, I understand that any false or misleading information given in my application, correspondence, discussions or interview may result in immediate termination. I understand also, that I am required to abide by all rules, regulations and policies of KnowledgePoints.

Signed: _____
 Date: _____

Disclosure and Authority to Release Information

I understand that in processing my application with KnowledgePoints, an investigative report may be conducted. FCRA § 606. (a) (1) disclosure requirements; Any such background check report may contain information bearing on my character, general reputation, personal characteristics, mode of living and credit standing. Information may include, but is not limited to; employment history, education, criminal records, credit history, motor vehicle records, personal references, and any data provided on this application, or during the interview process.

If currently employed: My current employer may be contacted Yes No

I authorize the appropriate individuals, companies, institutions or agencies to release information, and I release them from any liability as a result of such inquiries or disclosures.

I further understand and waive my right of privacy in this investigation and release and hold harmless KnowledgePoints, and its agent Intellicorp, from any liability.

If employed in CA, MN, or OK; I would like a copy of my report. Yes No

I hereby certify that all the statements and answers set forth on the application form and/or my resume are true and complete to the best of my knowledge, and I understand that if any statements and/or answers are found false or the information has been omitted, such false statements or omissions may be cause for rejection or termination of my employment or application.

Legal Last Name

Legal First Name

Legal Middle Name

Street Address

City

State

Zip Code

Please list any additional addresses you have lived, worked and attended schools in during the past 7 years:

City

State

City

State

City

State

City

State

Other Name(s) Used and Date(s) Changed: _____

Drivers License Number

State Issued

Expiration Date

Date of Birth

(To be used for Background Information ID only)

I AUTHORIZE A PHOTOCOPY OF THIS RELEASE TO BE ACCEPTED WITH THE SAME AUTHORITY AS THE ORIGINAL AND IF EMPLOYED BY THE ABOVE NAMED COMPANY THIS RELEASE WILL REMAIN IN EFFECT THROUGHOUT SUCH EMPLOYMENT.

Signature

Social Security Number

Date

***KnowledgePoints will only run this check once a conditional offer of employment has been extended and accepted.**