



## Employment Application

**Notice to Applicant:** All information requested is relevant and important to making a hiring decision. AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.

We will verify the information you provide. Intentionally withholding or misrepresenting information could result in rejection for employment, or if employed, termination from the company.

Please be advised:

**TUTOR RESPONSIBILITIES** are twofold. As a tutor, you will be assigned students. Your first responsibility will be to help the students learn the course material. This usually means working with them on a one-to-one basis or in a small group. Working with students requires tremendous patience. When a student asks a question, the most effective way to work is to first explain the concept in a straightforward manner, do an example demonstrating how that skill works, and lastly, guide them through two or three examples, not actually telling them what to do, but allowing the students to struggle a bit with the problem, giving hints along the way. The second responsibility of a tutor is that of record keeping. Accurate, neat, up-to-date records are absolutely necessary and vital. At first, the paperwork may seem to be a lot, but it can be taken care of during the hour in about 5-6 minutes. The importance of the second part of the job should never be minimized.

### Please Print Clearly

Application Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Available to Start \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Last

First

Middle

Maiden Name \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Driver's License # \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email address: \_\_\_\_\_

Best Time to Call \_\_\_\_\_

Email Address \_\_\_\_\_

(PLEASE PRINT CLEARLY) The center will communicate primarily through email.

How long have you lived at this address: \_\_\_\_\_

Do you have your own transportation \_\_\_\_\_ yes \_\_\_\_\_ no

Have you ever used a different name than the name listed? \_\_\_\_\_ If yes, please list name \_\_\_\_\_

## **POSITION(S) DESIRED:**

\_\_\_\_\_ Part-time TUTOR - GRADE LEVELS K-5

\_\_\_\_\_ Part-time TUTOR - GRADE LEVEL 6-12

Salary Desired \$ \_\_\_\_\_ Per Hour

Explain why you would like a position at the SCA TUTORING CENTER.

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Discipline area(s) to which you are applying ( choose as many as applicable):

\_\_\_\_\_ Mathematics \_\_\_\_\_ Language Arts \_\_\_\_\_ Reading \_\_\_\_\_ Writing

\_\_\_\_\_ Science \_\_\_\_\_ Chemistry \_\_\_\_\_ Physics \_\_\_\_\_ Other

What language do you speak, read and/or write?

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## AVAILABILITY

How many hours per week on average are you available to tutor? \_\_\_\_\_

When are you available to work?

	START TIME	END TIME
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

Please describe your teaching or tutoring experience with the grade level you desire to teach.

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Please include anything else you would like to tell us.

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**Please read each statement. If you agree to the following statements, please place your initials after each statement.**

In addition to tutoring, I will attend tutoring orientation and any trainings regarding tutoring best practices. \_\_\_\_\_

I understand employment at the SCA Tutoring Center requires me to sign a Tutor Agreement, Non-Disclosure Agreement, Confidentiality Agreement and Non-Compete Agreement. \_\_\_\_\_

## Educational Background

Please list name and location of schools attended; including high school, college, graduate work and any summer sessions in the order taken.

School Name	City/State	Semester Hours Credits	Diploma or Degree	Major Subject	Minor Subject	Last Grade Completed	Grade Point Average Major/ Cumulative
<u>High School</u>							
<u>Technical Or Trade</u>							
<u>College</u>							
<u>College</u>							

## Teaching Experience

Do you have a state teaching certificate: \_\_\_\_\_ Yes \_\_\_\_\_ No

(Please attach copies of any certificates held)

If not, what qualifications or skills do you have, in which, you will utilize in the grade level you desire to teach?

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Do you have any training in Special Education or learning Disabilities?

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What plans to you have for further training or education?

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Please sequentially list your teaching experience with the most recent first.

School	Address	Principal	Grade	Dates

### Previous Work Record

Please start with your current or most recent employer and work backwards for the past five years. If necessary, you may make copies of this page or following the same format, use the reverse side.

Employer	Position	Supervisor	Phone #	Address
Duties	Dates	Start Pay	End Pay	Explain Reason For Leaving

Employer	Position	Supervisor	Phone #	Address
Duties	Dates	Start Pay	End Pay	Explain Reason For Leaving

Employer	Position	Supervisor	Phone #	Address
Duties	Dates	Start Pay	End Pay	Explain Reason For Leaving

Do you know anyone who is/was working at the SCA & Tutoring Center? If yes, please list names and relationship.

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Have you had first aid/CPR training? \_\_\_\_\_ yes \_\_\_\_\_ no  
If yes, please list date \_\_\_\_\_

## References

Please do not list relatives or family members.

Name	Relationship	Address	Phone Number	Cell#
1				
2				
3				

## Disclosure and Agreement

Have you ever been convicted of a felony? \_\_\_\_\_ yes \_\_\_\_\_ no  
If yes, please explain.

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I understand that the SCA Tutoring Center, LLC does not discriminate in its employment practices against any person because of race, color, nationality or ethnic origin, gender, age or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery or falsification of any statement or a significant omission of facts may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid benefits only through the day of release.

I authorize SCA Tutoring Center, LLC to thoroughly interview the primary reference which I have listed, and any secondary references mentioned through interviews and primary references or other individuals which know me and have knowledge regarding my work record. I also authorize the SCA Tutoring Center, LLC to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the job.

Since I am working with children, I understand that I must disclose any criminal records.

Since I am working with children, I understand that I may be requested to submit negative results from a Mantoux tuberculin skin test.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I understand that SCA Tutoring Center, LLC is an "at will" employer and any employee may be terminated at any time, with or without cause.

I certify that I have carefully read and understand the above statements.

X

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Please print your name

X

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Applicant's Signature

X

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Date