



APPLICATION FOR EMPLOYMENT

Please email all pages of this application to: recruiting@concretesteps.org

Part One: Please attach a CV or resume to this application. (Optional)

Part Two: Personal Information

| | |
|--|--|
| Name: | Today's Date: |
| Address: | |
| City, State, Zip: | |
| Email: | |
| Phone number(s): | |
| Are you legally authorized to work in the USA? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you at least 18 years of age? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Job interest

| | |
|--|--|
| Position: | Desired Hourly Rate: |
| Availability for work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Day Time <input type="checkbox"/> Evening Time <input type="checkbox"/> Weekends | |
| Desired number of tutoring hours per week: | |
| Date available to start: | |
| Who referred you to Concretesteps Education? Please be as specific as possible: | |
| Are you presently employed? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you have a driver's license? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you have a a car? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you willing and available to tutor in-person in the DMV area <u>POST-PANDEMIC</u> ? | <input type="checkbox"/> Yes <input type="checkbox"/> No |



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Part Three: Employment Experience

Use the chart below to list and describe your most recent jobs (including part-time, independent contractor, or summer employment). Start with your current if you are currently employed.

| | | | |
|-------------------------|----------------------------|-----------------------|---|
| Name of Employer | Business Type | Starting Date (mm/yy) | Leaving Date (mm/yy) |
| Address | Most recent Position Title | Supervisor's Name | Supervisor's Title |
| Reason for leaving | | | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> no |
| Name of Employer | Business Type | Starting Date (mm/yy) | Leaving Date (mm/yy) |
| Address | Most recent Position Title | Supervisor's Name | Supervisor's Title |
| Reason for leaving | | | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> no |
| Name of Employer | Business Type | Starting Date (mm/yy) | Leaving Date (mm/yy) |
| Address | Most recent Position Title | Supervisor's Name | Supervisor's Title |
| Reason for leaving | | | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> no |



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Additional Experience State what you did in any period not already covered, including part-time or self employment or home-making.

| Dates | Activities |
|-------|------------|
| | |
| | |

Part Four: Educational Background

Use the chart below to list and describe your education background experience.

| Type of school | Name and Address of school | Years Completed | Dates of Attendance | Degree Received & GPA | Major |
|------------------------|----------------------------|-----------------|---------------------|-----------------------|-------|
| High school | | | | | |
| College & Universities | | | | | |
| College & Universities | | | | | |
| Graduate Work | | | | | |
| Other | | | | | |
| Other | | | | | |

| | |
|-----------------------------|--|
| College Courses & Research | |
| Graduate Courses & Research | |



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Standardized Test Scores

| | |
|-----------------------------|--|
| SAT / ACT | |
| SAT Subject Tests (SPecify) | |
| GRE/GMAT (specify) | |
| Other (specify) | |

Part Five: Professional or Personal References

Please provide us with the names of three (3) individuals who would best be able to speak to your abilities as a teacher or tutor. (If possible, please list current or past tutoring clients.)

| Name | Company and Title | Relationship to you | May we contact? | Telephone/Email Address |
|------|-------------------|---------------------|-----------------|-------------------------|
| | | | | |
| | | | | |
| | | | | |

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Part Six: What can you tutor?

Please fill out the grid below. Use a checkmark where applicable

| Subject | I have taught/tutored this subject before. | I can teach/tutor this subject without review. | With review, i could teach/tutor this subject. | I would be interetsed in earning how to teach/tutor this subject. |
|---------------------------|--|--|--|---|
| Biology | | | | |
| Chemistry | | | | |
| Physics | | | | |
| Geometry | | | | |
| Trigonometry | | | | |
| Precalculus | | | | |
| Calculus | | | | |
| French | | | | |
| Spanish | | | | |
| Other Lang. (specify) | | | | |
| US History | | | | |
| World History | | | | |
| Writing | | | | |
| Literature | | | | |
| SAT | | | | |
| ACT | | | | |
| SAT Sub. Tests- (specify) | | | | |
| ISEE/SSAT | | | | |
| GMAT/GRE | | | | |

Other subjects not listed: _____

Your strongest subject: _____



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Other Comments:

Part Seven: A chance to get to know you.

In the space provided, teach us something. Feel free to draw diagrams, make a collage, type an essay, analyze a poem, whatever you want. It does not have to be an advanced topic, just clear. Please create something original – this should not be an excerpt of prior article or scholarly work.



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Part Eight: Applicant's Statement

The information provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or other supporting materials, or during any interviews can be justification for refusal or employment or, if employed, termination from ConcreteSteps (also named "the organization" in this document).

Any offer of employment i may receive from Concretesteps, is contingent upon my successful completion of the company's complete re-employment screening process, including - where necessary - a background check and receipt of satisfactory references.

I authorize all present and former employees and those individuals i have listed as reference to furnish information about my employment record(including, if application, a statement of the reason for termination of my employment), work performance, and other pertinent abilities or qualities. I further agree to release these individuals from any and all damages arising from the furnishing of requested information.

In consideration of my employment with Concretesteps, I agree to comply with the policies, rules, regulations, and procedures of the organization. I understand that my employment and compensation can be terminated with or without cause or notice at any time, at the option of either the company or me. I further understand that the no representative of the company other than the CEO, has any authority to enter into any agreement different from or contrary to any company policy. I further understand that any such agreement, if made, shall not be enforceable unless in writing and signed by both the CEO and myself.

Signature of Applicant

Date

* We consider applicants for employment without regard to race, color, religious, sex, national origin, age, disability, or veteran status, in accordance with federal law. In addition, ConcreteSteps complies with applicable state education and provides reasonable accommodation to individuals with a disability in accordance with applicable laws.