



Employment Application

Please print or type the application, please do not hesitate to add any information you feel may be important. Complete the entire application and in order for it to be complete you must also include:

1. A copy of resume.
2. A copy of your most recent transcript.

If you have any question while you are filing out the application, please call our office at (818) 947-2687.

GENERAL INFORMATION

First Name _____ Last Name _____
 Social Security _____ - _____ - _____
 Street Address _____ Apt. No. _____
 City _____ State _____ Zip Code _____ Tel. (____) _____ - _____
 Email _____ Cell (____) _____ - _____
 High School _____ Grade _____

Employment Information

Position Applying for Tutor Mentor
 Date you can start ___/___/___ Salary Desired \$____.____
 Are you employed? Yes No Are you a full-time college student? Yes No
 Are you authorized to work in the U.S.? Yes No Major _____

Education

	Name	Years Attended	Degree/s Received
High School			
College			
College			
Trade School or Other			

General

Skill Levels:

Microsoft *Word* Advance Proficient Basic

Excel Advance Proficient Basic

Power Point Advance Proficient Basic

Internet Advance Proficient Basic

Other Skills:

Work Experience

Previous Employer <i>(most recent first)</i>	Address/ Phone Number	Dates Employed	Position/ Salary	Reason for leaving

References *(please provide 3)*

Name	Contact #	Business Name	Years Known

Availability

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Signature _____

Date ___/___/___