

# Cambridge Tutoring & Test Prep

"A Tradition of Academic Excellence" • Founded 1992

ACADEMIC INSTRUCTION: "From Phonics to Physics" • All Subjects & Levels

TEST PREP: AP, SAT I, SAT II, ACT, SSAT, ISEE, COOP, HSPT, GED, CBEST, GRE

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## APPLICATION FOR EMPLOYMENT: TEACHING INTERN OR ACADEMIC & TEST PREPARATION INSTRUCTOR/TUTOR

INSTRUCTIONS: PLEASE FILL IN YOUR RESPONSES TO ALL OF THE FOLLOWING QUESTIONS AND E-MAIL THE COMPLETED APPLICATION BACK TO JENNIFER OWENS, CAMBRIDGE OFFICE MANAGER, [cambridge@e-cambridgetutors.com](mailto:cambridge@e-cambridgetutors.com). (YOU MAY ALSO MAIL IN OR FAX BACK TO THE CAMBRIDGE OFFICE: 949/443-2500). TO COMPLETE YOUR APPLICATION, YOU MUST PROVIDE THE FOLLOWING:

1. AN UNOFFICIAL COPY OF ALL COLLEGE COURSEWORK COMPLETED
2. A PHOTOCOPY OF YOUR DRIVER'S LICENSE AND PROOF OF AUTO INSURANCE.

IF YOU WISH TO MAIL IN ANY ITEMS, SEND TO: JENNIFER OWENS, OFFICE MANAGER, CAMBRIDGE TUTORING & TEST PREP, P.O. BOX 9545, LAGUNA BEACH, CA 92652.

This Employer complies with the Civil Rights Act of 1964 which prohibits discrimination because of race, color, religion, sex or national origin. Qualified applicants are considered for all positions without regard to age, marital status, or the presence of a non-job related medical condition or handicap. The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

### REFERRAL SOURCE

\_\_\_\_ Friend or acquaintance (name):  
\_\_\_\_ Craigslist  
\_\_\_\_ Monstertrak  
\_\_\_\_ Flyer (where):  
\_\_\_\_ Newspaper ad (where):  
\_\_\_\_ E-Mail notice from college department (where):  
\_\_\_\_ Other (name):

### PERSONAL INFORMATION

DATE OF APPLICATION:

FIRST NAME:

MIDDLE NAME:

LAST NAME:

HOME PHONE:

PAGER:

CELL PHONE:

PARENTS/WEEKEND PHONE:

E-MAIL ADDRESS:

CURRENT ADDRESS:

STREET:

CITY:

STATE:

ZIP:

PERMANENT ADDRESS:

STREET:

CITY:

STATE:

ZIP:

SOCIAL SECURITY #:

IF YOU ARE NOT A CITIZEN, WHAT IS YOUR AUTHORIZATION TO BE EMPLOYED?

DATE OF BIRTH:

PLACE OF BIRTH:

DO YOU HAVE ACCESS TO A MOTOR VEHICLE?

TYPE:

VEHICLE LICENSE NUMBER:

YOUR DRIVER'S LICENSE #:

AUTOMOBILE INSURANCE CARRIER:

## **EMPLOYMENT INFORMATION**

DATE YOU CAN START:

ARE YOU SEEKING FULL-TIME OR PART-TIME EMPLOYMENT?

ARE YOU CURRENTLY EMPLOYED?

IF SO, WHERE?

HOW MANY HOURS PER WEEK DO YOU WORK AT YOUR OTHER JOB(S)?

WHAT IS YOUR WORK SCHEDULE AT YOUR OTHER JOB(S)?

HAVE YOU APPLIED HERE BEFORE?

HAVE YOU WORKED HERE BEFORE?

DO YOU HAVE ANY JOB RELATED PHYSICAL LIMITATIONS?

## **PREVIOUS EMPLOYMENT**

PREVIOUS EMPLOYER #1:

POSITION:

SALARY:

DATE (FROM/TO):

SUPERVISOR:

PHONE:

REASON FOR LEAVING:

PREVIOUS EMPLOYER #2:

POSITION:

SALARY:

DATE (FROM/TO):

SUPERVISOR:

PHONE:

REASON FOR LEAVING:

PREVIOUS EMPLOYER #3:

POSITION:

SALARY:

DATE (FROM/TO):

SUPERVISOR:

PHONE:

REASON FOR LEAVING:

## **PERSONAL REFERENCES**

(CANNOT BE FRIENDS OR FAMILY MEMBERS;

MUST BE COLLEGE INSTRUCTORS OR ADVISORS OR PREVIOUS EMPLOYERS)

REFERENCE #1:

NAME:

COMPANY/SCHOOL:

POSITION:

TELEPHONE:

NUMBER OF YEARS KNOWN:

RELATIONSHIP:

REFERENCE #2:

NAME:

COMPANY/SCHOOL:

POSITION:

TELEPHONE:

NUMBER OF YEARS KNOWN:

RELATIONSHIP:

**OTHER INFORMATION**

WHAT ARE YOUR EDUCATIONAL AND VOCATIONAL PLANS FOR THE CURRENT OR COMING YEAR?

DO YOU HAVE ANY TRIPS PLANNED DURING THE CURRENT OR COMING ACADEMIC YEAR?  
IF SO, WHERE AND WHEN?

HAVE YOU EVER BEEN ARRESTED OR CONVICTED OF ANY CRIME? IF SO, PLEASE FULLY  
DESCRIBE THESE CIRCUMSTANCES.

HOW WOULD YOU RATE YOUR ABILITY TO COMPLETE FORMS AND TURN THEM IN BY A SPECIFIED DATE  
AND TIME?

THIS JOB REQUIRES DRIVING TO/FROM INSTRUCTIONAL LOCATIONS. YOU ARE FULLY COMPENSATED FOR  
DRIVE TIME AS WELL AS MILEAGE. IS THERE ANY REASON WHY YOU WOULD NOT BE ABLE TO PERFORM  
THIS PART OF THE JOB?

ANYTHING FURTHER YOU WOULD LIKE TO ADD?

**EDUCATION**

GRADUATE SCHOOL:  
DATE/ANTICIPATED DATE OF GRADUATION:  
DEGREE:  
SUBJECT MATTER:

COLLEGE (UNDERGRADUATE):  
DATE/ANTICIPATED DATE OF GRADUATION:  
DEGREE:  
MAJOR:  
MINOR:  
CUMULATIVE G.P.A.:

HIGH SCHOOL (NAME, CITY, STATE):  
DATE OF GRADUATION:  
CUMULATIVE G.P.A.:

LIST ALL ADVANCED PLACEMENT COURSES TAKEN AND SCORES RECEIVED ON AP EXAMS:

SUBJECT: SCORE:  
SUBJECT: SCORE:  
SUBJECT: SCORE:  
SUBJECT: SCORE:  
SUBJECT: SCORE:  
SUBJECT: SCORE:  
SUBJECT: SCORE:

SAT I SCORES:  
NEW SAT: MATH: CRITICAL READING: WRITING:  
OLD SAT: MATH: VERBAL:

SAT II SUBJECT AREA SCORES:  
MATH I: MATH II: WRITING (OLD SAT): OTHER (NAME):

OTHER TESTS TAKEN (PLEASE CIRCLE): LSAT CBEST GRE GMAT GED MCAT OTHER: \_\_\_\_\_)

**PLEASE CHECK ALL SUBJECTS THAT YOU WOULD LIKE TO INSTRUCT:**

**Test Prep**

- SAT I Math
- SAT I Verbal
- SAT II (List subjects):
- ACT
- GED
- GRE
- CBEST
- SSAT
- AP (List subjects)

**High School Level**

- Calculus
- Pre-Calculus/Trig
- Algebra II
- Geometry
- Algebra I
- Statistics
- Physics
- Chemistry
- Biology
- Economics
- Government
- U.S. History
- World History
- English Grammar/Spelling
- English Composition
- Reading Comprehension
- Spanish IV
- Spanish III
- Spanish II
- Spanish I
- French IV
- French III
- French II
- French I
- Latin III
- Latin II
- Latin I
- Other:
- Other:
- Other:

**Junior High School Level**

- Pre-Algebra Math
- Life Science
- Physical Science
- English Skills
- American History
- World History
- Spanish I

**Elementary School Level**

- Reading
- Phonics
- Spelling
- Writing
- Math
- Social Studies
- Science

**PLEASE CHECK THE MAIN AREA(S) YOU WISH TO WORK: (You must be willing to work in all cities checked for one particular area.)**

\_\_\_\_\_ SOUTH ORANGE COUNTY AREA:  
\_\_\_X\_\_\_ Laguna Beach  
\_\_\_X\_\_\_ Laguna Niguel  
\_\_\_X\_\_\_ Dana Point  
\_\_\_X\_\_\_ Mission Viejo  
\_\_\_X\_\_\_ Aliso Viejo  
\_\_\_X\_\_\_ Rancho Santa Margarita  
\_\_\_X\_\_\_ Laguna Hills  
\_\_\_X\_\_\_ Newport Beach/Corona Del Mar  
\_\_\_X\_\_\_ Irvine  
\_\_\_X\_\_\_ San Juan Capistrano  
\_\_\_X\_\_\_ San Clemente

\_\_\_\_\_ NORTH ORANGE COUNTY AREA  
\_\_\_X\_\_\_ Huntington Beach  
\_\_\_X\_\_\_ Santa Ana  
\_\_\_X\_\_\_ Costa Mesa  
\_\_\_X\_\_\_ Fullerton  
\_\_\_X\_\_\_ Garden Grove  
\_\_\_X\_\_\_ Anaheim  
\_\_\_X\_\_\_ Tustin  
\_\_\_X\_\_\_ Orange  
\_\_\_X\_\_\_ Placentia  
\_\_\_X\_\_\_ Yorba Linda

HOW MANY HOURS PER WEEK WOULD YOU LIKE TO WORK? (MINIMUM IS 8 HOURS PER WEEK)

**SCHEDULE OF AVAILABILITY:**

**PLEASE CHECK THE HOURS YOU ARE AVAILABLE TO WORK. YOU MUST CHECK A MINIMUM OF 8 HOURS OF AVAILABILITY MONDAY - THURSDAY BETWEEN THE HOURS OF 3:00 - 9:00 P.M. (WEEKEND HOURS DO NOT COUNT IN MEETING MINIMUM REQUIREMENT):**

**MONDAY**

\_\_\_\_\_ 8 - 9 AM (SUMMER ONLY)  
\_\_\_\_\_ 9 - 10 AM (SUMMER ONLY)  
\_\_\_\_\_ 10 - 11 AM (SUMMER ONLY)  
\_\_\_\_\_ 11 AM - NOON (SUMMER ONLY)  
\_\_\_\_\_ NOON - 1 PM (SUMMER ONLY)  
\_\_\_\_\_ 1 - 2 PM (SUMMER ONLY)  
\_\_\_\_\_ 2 - 3 PM  
\_\_\_\_\_ 3 - 4 PM  
\_\_\_\_\_ 4 - 5 PM  
\_\_\_\_\_ 5 - 6 PM  
\_\_\_\_\_ 6 - 7 PM  
\_\_\_\_\_ 7 - 8 PM  
\_\_\_\_\_ 8 - 9 PM

**TUESDAY**

\_\_\_\_\_ 8 - 9 AM (SUMMER ONLY)  
\_\_\_\_\_ 9 - 10 AM (SUMMER ONLY)  
\_\_\_\_\_ 10 - 11 AM (SUMMER ONLY)  
\_\_\_\_\_ 11 AM - NOON (SUMMER ONLY)  
\_\_\_\_\_ NOON - 1 PM (SUMMER ONLY)  
\_\_\_\_\_ 1 - 2 PM (SUMMER ONLY)  
\_\_\_\_\_ 2 - 3 PM  
\_\_\_\_\_ 3 - 4 PM  
\_\_\_\_\_ 4 - 5 PM  
\_\_\_\_\_ 5 - 6 PM  
\_\_\_\_\_ 6 - 7 PM  
\_\_\_\_\_ 7 - 8 PM  
\_\_\_\_\_ 8 - 9 PM

**WEDNESDAY**

\_\_\_\_\_ 8 - 9 AM (SUMMER ONLY)  
\_\_\_\_\_ 9 - 10 AM (SUMMER ONLY)  
\_\_\_\_\_ 10 - 11 AM (SUMMER ONLY)  
\_\_\_\_\_ 11 AM - NOON (SUMMER ONLY)  
\_\_\_\_\_ NOON - 1 PM (SUMMER ONLY)  
\_\_\_\_\_ 1 - 2 PM (SUMMER ONLY)  
\_\_\_\_\_ 2 - 3 PM  
\_\_\_\_\_ 3 - 4 PM  
\_\_\_\_\_ 4 - 5 PM  
\_\_\_\_\_ 5 - 6 PM  
\_\_\_\_\_ 6 - 7 PM  
\_\_\_\_\_ 7 - 8 PM  
\_\_\_\_\_ 8 - 9 PM

**THURSDAY**

\_\_\_\_\_ 8 - 9 AM (SUMMER ONLY)  
\_\_\_\_\_ 9 - 10 AM (SUMMER ONLY)  
\_\_\_\_\_ 10 - 11 AM (SUMMER ONLY)  
\_\_\_\_\_ 11 AM - NOON (SUMMER ONLY)  
\_\_\_\_\_ NOON - 1 PM (SUMMER ONLY)  
\_\_\_\_\_ 1 - 2 PM (SUMMER ONLY)  
\_\_\_\_\_ 2 - 3 PM  
\_\_\_\_\_ 3 - 4 PM  
\_\_\_\_\_ 4 - 5 PM  
\_\_\_\_\_ 5 - 6 PM  
\_\_\_\_\_ 6 - 7 PM  
\_\_\_\_\_ 7 - 8 PM  
\_\_\_\_\_ 8 - 9 PM

**FRIDAY**

\_\_\_\_\_ 8 - 9 AM (SUMMER ONLY)  
\_\_\_\_\_ 9 - 10 AM (SUMMER ONLY)  
\_\_\_\_\_ 10 - 11 AM (SUMMER ONLY)  
\_\_\_\_\_ 11 AM - NOON (SUMMER ONLY)  
\_\_\_\_\_ NOON - 1 PM (SUMMER ONLY)  
\_\_\_\_\_ 1 - 2 PM (SUMMER ONLY)  
\_\_\_\_\_ 2 - 3 PM  
\_\_\_\_\_ 3 - 4 PM  
\_\_\_\_\_ 4 - 5 PM  
\_\_\_\_\_ 5 - 6 PM

**SATURDAY**

\_\_\_\_\_ 9 - 10 AM (ACADEMIC YEAR ONLY)  
\_\_\_\_\_ 10 - 11 AM (ACADEMIC YEAR ONLY)  
\_\_\_\_\_ 11 AM - NOON (ACADEMIC YEAR ONLY)  
\_\_\_\_\_ NOON - 1 PM (ACADEMIC YEAR ONLY)  
\_\_\_\_\_ 1 - 2 PM (ACADEMIC YEAR ONLY)  
\_\_\_\_\_ 2 - 3 PM (ACADEMIC YEAR ONLY)

**SUNDAY**

\_\_\_\_\_ 9 - 10 AM (ACADEMIC YEAR ONLY)  
\_\_\_\_\_ 10 - 11 AM (ACADEMIC YEAR ONLY)  
\_\_\_\_\_ 11 AM - NOON (ACADEMIC YEAR ONLY)  
\_\_\_\_\_ NOON - 1 PM (ACADEMIC YEAR ONLY)  
\_\_\_\_\_ 1 - 2 PM (ACADEMIC YEAR ONLY)  
\_\_\_\_\_ 2 - 3 PM (ACADEMIC YEAR ONLY)  
\_\_\_\_\_ 3 - 4 PM (ACADEMIC YEAR ONLY)  
\_\_\_\_\_ 4 - 5 PM (ACADEMIC YEAR ONLY)  
\_\_\_\_\_ 5 - 6 PM (ACADEMIC YEAR ONLY)  
\_\_\_\_\_ 6 - 7 PM (ACADEMIC YEAR ONLY)  
\_\_\_\_\_ 7 - 8 PM (ACADEMIC YEAR ONLY)  
\_\_\_\_\_ 8 - 9 PM (ACADEMIC YEAR ONLY)