



**For Office Use Only**

Date Received	/ /	Initial:	Office Code:
---------------	-----	----------	--------------

**Fax:** (949) 831-4476  
**Mail to:** 26895 Aliso Creek Road, Suite B557  
 Aliso Viejo, CA 92667  
**ATTN: Human Resources**

## Employment Application

**How Do We Contact You?**

Your Name		
Social Security Number	Driver's License #	
Your Mailing Address		
City	State	Zip
Home Phone		
Cell Phone		
E-Mail		

**Whom Can We Call in Case of an Emergency**

Name	Phone
Relationship	

**General Instructions:**

- Type or print in ink this application in its entirety.
- Attach a current resume (if not already submitted).
- Have official college transcripts mailed/fax to the address above.
- Sign your name in the Certification Section. (All information submitted is subject to verification).
- Submit your application to the office via fax (949) 831-4476 or by mail 26895 Aliso Creek Road, Suite B557, Aliso Viejo, CA 92656
- Letters of Recommendation will be required for employment (Two Academic and One Personal)

**Job Qualifications**

- Full-time student enrolled at a local four year college or university **or** a recent graduate from a four year program.
- Have a current GPA of 2.5 or above.
- 1-2 years work experience in tutoring, college outreach, or educational mentorship.

## EDUCATION

**College / University**

Name / Location of School			Major / Minor / Field of Study			Current GPA	
---------------------------	--	--	--------------------------------	--	--	-------------	--

**Please tell us your availability by circling the coaching sessions you are available for:**

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
9:00am	M1	TU1	W1	TH1	F1	SA1	SU1
10:00am	M2	TU2	W2	TH2	F2	SA2	SU2
11:00am	M3	TU3	W3	TH3	F3	SA3	SU3
12:00pm	M4	TU4	W4	TH4	F4	SA4	SU4
1:00pm	M5	TU5	W5	TH5	F5	SA5	SU5
2:00pm	M6	TU6	W6	TH6	F6	SA6	SU6
3:00pm	M7	TU7	W7	TH7	F7	SA7	SU7
4:00pm	M8	TU8	W8	TH8	F8	SA8	SU8
5:00pm	M9	TU9	W9	TH9	F9	SA9	SU9
6:00pm	M10	TU10	W10	TH10	F10	SA10	SU10
7:00pm	M11	TU11	W11	TH11	F11	SA11	SU11
8:00pm	M12	TU12	W12	TH12	F12	SA12	SU12

**EXPERIENCE**

What kind of experience do you have working with kids ages 10-17? Also, please list any honors, scholarships or other awards you have received during your collegiate career.

Empty text area for experience and awards.

Please mark the boxes with an "X" for the subject matter and level you are qualified to instruct.

Grid of checkboxes for subjects: Algebra, Geometry, Advanced Math, English, Reading, Writing, Social Studies, History, Biology, Chemistry, Physics, Advanced Sciences, Foreign Languages. Includes a 'Please List' line.

Why are you interested in a position as an Academic Coach?

Empty text area for reasons of interest.

**INSURANCE**

Do you have Liability Auto Insurance? Yes No

**BACKGROUND INFORMATION**

Have you ever been convicted of a felony or a first degree misdemeanor? (please circle) Yes No

If yes, what charges?

Where convicted? Date of Conviction

**CITIZENSHIP**

Are you a U.S. Citizen or are you legally authorized to work in the U.S.? (please circle) Yes No

**CERTIFICATION**

I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment considerations and if I am hired, may be grounds for termination at a later date. I understand that any information I give will be investigated as allowed by law. I consent to the release of information about my ability, employment history and fitness for employment by employers, schools, law enforcement agencies and other individuals and organizations to investigators, personnel staff and other authorized employees of Academic Coaching Institute for employment purposes. This consent shall continue to be effective during my employment if I am hired. I certify that to the best of my knowledge and belief all the statements contained herein and on any attachments are true, correct and made in good faith.

Signature Date