



Employment Application

Thank you for your interest in becoming part of the Med School Tutors team! Please take your time filling out the below application: it is comprehensive because of its significance in our hiring process. It is appreciated that you either **type or print your** answers and information. We look forward to reviewing your candidacy.

1. Personal Information

Date			
Name		Mailing Address	
Telephone (home)		Telephone (cell)	
Email (indicate work or home)			
Permanent Address (if different from your mailing address)			
Social Security # (Required for Tax Purposes)			

2. Education and Training

Schools Attended (include H.S./graduate)	Dates of Attendance	Degree(s) Received	Major or Specialty

3. Teaching and Tutoring Experience

Employer	Dates of Employment	Position	Responsibilities

4. Availability

Please indicate the hours each day that you are available:

Mon	Tue	Wed	Thurs
Fri	Sat	Sun	Total / Week

5. Location Preference

Please place a check mark (✓) next to each location where you.

(You will be given higher compensation for extensive travel.)

Manhattan	<input type="checkbox"/>	Westchester County	<input type="checkbox"/>
Bronx	<input type="checkbox"/>	Nassau County (Long Island)	<input type="checkbox"/>
Brooklyn	<input type="checkbox"/>	Northern New Jersey	<input type="checkbox"/>
Queens	<input type="checkbox"/>	Southern Connecticut	<input type="checkbox"/>

Would you be willing to drive to students' homes using your own car? (Please place a check mark (✓) next to your answer)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

6a. Subject Competency

Which of the following subjects would you be confident tutoring? (Please check (√) all that apply.)

Math & Sciences				
Subject	High School Level	NY State Regents Exams	College Level/ AP Tests	Comments
Elementary Math				
Algebra				
Geometry				
Sequential Math I, II, or III				
Precalculus				
Calculus				
Probability / Statistics				
Multivariable Calculus / Differential Equations				
Accounting / Finance				
Physics				
Biology				
General Chemistry				
Organic Chemistry				
Earth Science				
Computer Programming				

6b. Subject Competency (cont'd)

(Please check (√) all that apply.)

Humanities / Social Sciences			
Subject	High School Level	College/ AP level	Comments
Economics			
Essay Writing / Composition			
Foreign Languages (specify)			
History			
Government / Poli. Science			
English / ESL			
Music / Art / Instrument			
Elementary Reading Skills			
Study Skills			

7. Standardized Test Competency (check all that you are ready to tutor)

Which of the following tests would you be confident tutoring? (Please check (✓) all that apply.)

High School Level		College/ Graduate Level	
PSAT Math/Verbal		GRE	
SAT Math/Verbal		MCAT	
SAT II Math (IC & 2C)		LSAT	
SAT II Chemistry		GMAT	
SAT II Physics		TOEFL	
SAT II Biology		DAT	
SAT II English		GED	
SAT II Foreign Language (specify)			
SAT II US History			

8. High School Entrance Exams Competency (check those you are ready to tutor)

Which of the following subjects would you be confident tutoring? (Please check (✓) all that apply.)

Specialized Science High School Admission Test (Stuyvesant High School, Bronx High School of Science, Brooklyn Technical High School, and Hunter College High School)	
Secondary School Admission Test (Used by nonpublic schools to select students)	
Independent School Entrance Examination (Used for selected private high school admission in New York City)	
Cooperative Admissions Examination (For admission to specific Catholic high schools in NYC, Buffalo, and parts of Westchester, Nassau, and Suffolk counties)	
High School Placement Test (Administered by the Scholastic Testing Service; one of the most widely used Catholic high school admissions tests in the country)	

9. Academic Information

Please answer all that apply. (All information is subject to verification.)

College/ Graduate School Overall GPA		Major GPA	
SAT Score (Math/Verbal)		ACT Score	
SAT Subject Test* Scores: list by subject			
*formerly known as the SAT II.			

Graduate Exam Scores (GRE, GMAT, LSAT, MCAT, DAT, GRE, etc.)

10. Teaching / Tutoring Experience

Do you enjoy teaching and if yes, please explain why?

Do you have any experience in teaching any of the standardized tests listed above? Which ones?

Do you feel comfortable tutoring young children? What special skills or qualifications do you have which are applicable to tutoring children and young adults?

Do you have experience and/or feel comfortable teaching learning disabled students?

Are you a New York State or New York City Certified teacher?

Please list teaching/tutoring references. (List those who are familiar with your work in teaching, tutoring, etc.)

Name	Phone/ Email	Subject(s)	Date

11. Other

How did you hear about us? (Please place a check-mark (✓) next to your answer and specify if applicable)

Source	(✓)	Specification
From a Friend		
From an Med School Tutors Instructor		
From a Med School Tutors Student		
From an on-line job-posting		
From a poster job-posting		
Other		

Please include below any information or comments that we have not asked, but you think is valuable for us to know:

12. Applicant's Statement (Please read carefully and sign.)

Do you certify that the answers given herein are true and complete to the best of your knowledge?

Do you understand and agree that, if hired, during your time of employment, and for at least one year after termination of employment with Med School Tutors Ltd., all clients and client referrals provided to you by Med School Tutors Ltd. will remain clients of Med School Tutors Ltd., AND that during the aforementioned period, you will not solicit tutoring business with any clients of Med School Tutors Ltd., nor will you accept any solicitation from said clients to conduct tutoring without the approval of Med School Tutors Ltd., AND that you are fully aware that you will be liable for any and all legal fees and punitive damages associated with violation of these terms?

Signature of Applicant*

Print Name

Date

*Typing your name is the equivalent of a hand-written signature in this, our digital age.

13. Delivery Instructions

Please open this PDF and save it to your own computer. Then, open it, fill it out, save it, and finally **email it back to us at employment@medschooltutors.com**. Please make the subject of your email the following: [Your Name] Completed Application.

Please also include an updated academic/research/tutoring resume and BRIEF writing sample or cover letter.