



APPLICATION FOR EMPLOYMENT

Please email all pages of this application to: recruiting@bespokeeducation.com

Part One: *Please attach a CV or resume to this application.*

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"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends | |
| Desired number of tutoring hours per week: | |
| Date available to start: | |
| Who referred you to Bespoke 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 car? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you willing and available to tutor in-person in the NYC metro area? | <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 three most recent jobs (including part-time, independent contractor, or summer employment). Start with your current job 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 periods not already covered, including part-time or self employment.

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

Part Four: Educational Background

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

| Type of School | Name and Address of School | Years Completed | Dates of Attendance | Degree Received & GPA | Major |
|-------------------------|----------------------------|-----------------|---------------------|-----------------------|-------|
| High School | | | | | |
| Colleges & Universities | | | | | |
| Colleges & 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 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 interested in learning 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 a 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 of employment or, if employed, termination from Bespoke Education, Inc. (also named "the Company" in this document).

Any offer of employment I may receive from Bespoke Education, Inc. is contingent upon my successful completion of the Company's complete pre-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 references to furnish information about my employment record (including, if applicable, a statement of the reason for the 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 Bespoke Education, Inc., I agree to comply with the policies, rules, regulations, and procedures of the Company. 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 that no representative of the Company other than the CEO, has any authority to enter into any agreement with me for employment for any specified period of time or to make 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, religion, sex, national origin, age, disability, or veteran status, in accordance with federal law. In addition, Bespoke Education, Inc. complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. Bespoke Education, Inc. also provides reasonable accommodations to individuals with a disability in accordance with applicable laws.