



**Potential Tutor Application  
Position: Vogel Prep Tutor**

**NOTE TO CANDIDATE:** The following information is needed to help make the best possible employment selection. All portions of this application pertaining to you must be completed. Vogel Prep is committed to a policy of providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, age, gender, religion, national origin, marital status, physical or veteran status, disability, sexual orientation, gender identity, gender expression, genetic information, or any other characteristic protected by law. If an accommodation is required, it is the responsibility of the candidate to inform the Human Resources Representative.

Full Name \_\_\_\_\_

Present Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Ext. \_\_\_\_\_

Email Address \_\_\_\_\_ How often/when do you check email? \_\_\_\_\_

Are you legally eligible for employment in the U.S. without sponsorship?  Yes  No (Proof of identity & eligibility will be required upon employment.)

What would you say are your best and worst personal qualities? \_\_\_\_\_

\_\_\_\_\_

What makes (will make) you a great teacher? \_\_\_\_\_

\_\_\_\_\_

**What subjects can you teach on an expert level? For specific subjects, please designate the level to which your expertise reaches. Please indicate if you would like to teach SAT prep, we will train.**

**Subject(s) you want to teach:**

Subject \_\_\_\_\_ Grade/Subject Level \_\_\_\_\_ Comments \_\_\_\_\_

Subject \_\_\_\_\_ Grade/Subject Level \_\_\_\_\_ Comments \_\_\_\_\_

Subject \_\_\_\_\_ Grade/Subject Level \_\_\_\_\_ Comments \_\_\_\_\_

Subject \_\_\_\_\_ Grade/Subject Level \_\_\_\_\_ Comments \_\_\_\_\_

Subject \_\_\_\_\_ Grade/Subject Level \_\_\_\_\_ Comments \_\_\_\_\_

**How many hours per week would you like to work?**

**As an education company, most of our tutoring/teaching occurs late August through early June, during afternoon, evening and weekend hours. Write in the exact hours you are available to work.**

Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thu \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

Total number of weekly hours requested \_\_\_\_\_. If you are presently employed, may we call you at work?

\_\_\_\_\_ Do you plan to keep your other job? \_\_\_\_\_ If so, what are your working hours at your other job?

Do these hours ever change? If so, please explain how and when they change. \_\_\_\_\_

\_\_\_\_\_

**Once you are hired, how may we contact you during the day?**

**If you check your email more than once per day, we prefer to contact you via email. However, emergency situations sometime require phone calls. It may, on occasion, be necessary to call you in the morning to attempt to set up same-day appointments.**

Best time/method of contacting you in the morning? Time \_\_\_\_\_ Method \_\_\_\_\_

Best time/method of contacting you other times? Time \_\_\_\_\_ Method \_\_\_\_\_

**Please include a resume and at least three references.**

**Please write a one paragraph third-person “autobiography.”**

This is bragging – or boasting, pure and simple. If you are hired by Vogel Prep, we will use this autobiography to “sell your services” to prospective parents. Include the best information about yourself. If you attended a great college or private school, mention the name. If you’ve earned a PhD, then say that. If you’ve been teaching for 20 years, talk about that. List your greatest accomplishments or traits. Leave out things like “coached the soccer team” or “worked for the Peace Corps.” These are wonderful accomplishments, but are rarely considered by parents to be important criteria in the selection of a tutor.

Here’s a sample:

John Doe holds a Ph.D. in theoretical physics from Stanford, with a specialization in the general theory of relativity. His undergraduate degree was also in physics from MIT. He has been a staff physicist at the Smithsonian Astrophysical Observatory, and has worked extensively in industry in areas ranging from radar signature analysis, to radio astronomy, to the Apollo space program, to brain science. Dr. Doe’s special interest is in the fundamental ideas and concepts that underlie modern physics. He especially enjoys teaching, and serves at Vogel Prep as a tutor in mathematics and physics at all levels.

Now, it’s your turn!

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_