

Inspirica

APPLICATION FOR TUTOR EMPLOYMENT

We consider applicants for employment without regard to race, color, religion, sex, national origin, age, disability or status as a Vietnam veteran in accordance with federal law. In addition, Inspirica Ltd. complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. Inspirica Ltd. also provides reasonable accommodations to individuals with a disability in accordance with applicable laws.

Name _____

Date of application _____

Phone _____

E-mail _____

Social Security # _____

Referral Source _____

An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' with respect to any inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

Have you ever been convicted of a felony? Yes ___ No ___

Within the last 5 years have you been convicted of, or released from incarceration for any misdemeanor (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, a minor traffic violation, affray, or disturbance of the peace)?

If yes, state the nature of the offense, when, where, and disposition.*

*A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

Are you over 18? Yes ___ No ___ If not, state your age. _____

If under 18, do you have working papers? Yes ___ No ___

IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

Employment Experience

(Please start with your present or last job)

	1	2	3
Employer(s) Include phone number			
Supervisor			
Dates employed			

Character References

(Please list former tutoring references, previous job or educational references)

Name	Relationship	Dates Known	Address	Phone number	E-mail Address
1.				()	
2.				()	
3.				()	

Federal laws require that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, Inspirica Ltd. will verify the status of every individual offered employment with the company. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.

Are you currently authorized to work for all employers in the U.S. on a full-time basis or only your current employer? All employers ____ Current employer ____

Which of the following high-school level subjects would you feel confident tutoring?

(Please check all that apply, and indicate your readiness to tutor in the subject. Please comment where appropriate.)

Subjects	Ready immediately	Would require more preparation	Comments
Accounting			
Algebra			
Geometry			
Trigonometry			
Calculus			
Probability/Statistics			
Biology			
Chemistry			
Physics			
Language— specify			
American History			
World History			
Writing			
Literature			
Other (e.g. LSAT, GRE, MCAT)			

APPLICANT'S STATEMENT *(Please read carefully.)*

I understand and voluntarily agree that:

1. The information that I have 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 any other materials, or during any interviews can be justified for refusal of employment or, if employed, termination from Inspirica Ltd.'s employ.
2. Any offer of employment I may receive from Inspirica Ltd. is contingent upon my successful completion of Inspirica's total pre-employment screening process, including Inspirica's receiving references that it considers satisfactory.
3. I authorize and request that all my present and former employers and those individuals that I have listed as personal references furnish information about my employment record including a statement of the reason for the termination of my employment, work performance, abilities and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.
4. In consideration of my employment, I agree to comply with the policies, rules, regulations and procedures of Inspirica Ltd. and 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 no representative of Inspirica Ltd. other than the President, 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 it is in writing and signed by both the President and myself.

Signature of Applicant

Date

A Summary of your rights under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRA’s are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u., at the Federal Trade Commission’s web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance, or employment – must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.

You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.

You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRA’s – to which it has provided the data – of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.

Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address, and phone number of the information source.

You can dispute inaccurate items with the source of the information. If you tell anyone – such as a creditor who reports to CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you’ve notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.

Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord, or other business.

Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call you must be kept off the lists for two years. If you request complete, and return the CRA form provided for this purpose you must be taken off the lists indefinitely.

You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

For Questions or Concerns Regarding:

- CRA’s creditors and other not listed below
- National banks federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)
- Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)
- Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)
- Federal credit unions (words “Federal Credit Union” appear in institution’s name)
- Banks that are state-chartered or are not Federal Reserve System members
- Air, surface or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission
- Activities subject to the Packers and Stockyards Act, 1921

Please contact:

Federal Trade Commission
Bureau of Consumer Protection FCRA
Washington, DC 20580
202-326-3761

Office of Thrift Supervision
Consumer Programs
Washington, DC 20552
800-842-6929

Department of Transportation
Office of Financial Management
Washington, DC 20590
202-366-1306

Office of Comptroller of Currency/
Compliance Management, MS 6-6
Washington, DC 20219
800-613-6743

National Credit Union Admin
1775 Duke Street
Alexandria, VA 22314
703-518-6360

Department of Agriculture
Office of Deputy Admin-GIPSA
Washington, DC 20205
202-720-7051

Federal Reserve Board
Consumer & Community Affairs
Washington, DC 20219
202-452-3693

Federal Deposit Insurance Corp.
Compliance & Consumer Affairs
Washington, DC 20429
800-934-FDIC