

Application

Inspirica fully subscribes to the principles for Employment of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based solely on the applicant's qualifications. We do so without regard to race, color, religion, national origin, age, sex, veteran status, disability, or any other basis prohibited by federal, state or local law. In accordance with requirements of the Americans With Disabilities Act, it is our policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment. As an Equal Opportunity Employer, we intend to comply fully with applicable federal, state and local employment laws, and the information requested on this application will only be used for purposes consistent with those laws. Applications are accepted only for positions currently available and will only be considered for 1 year from today's date or until the position applied for is filled, whichever first occurs.

Personal Data:

Please print and completely answer all questions:

Last Name	First Name	Middle Initial	Date
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Position Applied for	Salary Requirements (not for tutors)
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Referral Source

Street Address	City	State/Zip Code
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Telephone	Cell	Email
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If you are under 18 years of age, please specify your age here. _____

This information will be used solely to fulfill child labor law purposes.

Are there any days, shifts or hours you will not work? _____

If yes, please explain.

Are you available for out-of-town work? _____ Will you work overtime and on weekends, if required? _____

When are you able to start work? _____

Are you legally authorized to work in the United States? Yes No

Will you, now or in the future, require sponsorship for employment visa status (e.g., H-1B visa status)? Yes No

Note: The Federal Immigration and Reform and Control Act of 1986 requires that a DHS Employment Eligibility Verification "Form I-9" be completed for every new hire and that within 3 business days of beginning work every new hire must present to the employer documentation establishing his/her identity and authorization to work. This federal requirement must be satisfied as a condition of employment.

Is there anything that would prevent you from performing the activities involved in the position for which you have applied in a reasonable and safe manner? Yes No

If yes, please explain.

Residences:

Please provide your residence addresses for the past seven years, beginning with your most recent address:

Street Address	City, State, and Zip Code	From – To
Street Address	City, State, and Zip Code	From – To
Street Address	City, State, and Zip Code	From – To
Street Address	City, State, and Zip Code	From – To
Street Address	City, State, and Zip Code	From – To

Education:

Describe any skills, training or experience relevant to the position to which you are applying:

Name, City and State of Educational Institution	Graduated?		Degree Earned	Major	Minor	Overall Grade Point Average
	Yes	No				
High School						
College or University						
Graduate or Professional						
Licenses/Certifications						

Employment History:

Please include all full-time or part-time employment beginning with the most recent employer.
You may include as part of your employment history any verified work performed on a volunteer basis.
You may duplicate this form if you need more space.

Company Name	Telephone		
Address	Dates Employed	From	To
	Rate of Pay/Salary	Start	Last
Name of Supervisor	May we contact?	Yes	No
Position Title(s) and Responsibilities			
Reason For Leaving			

Company Name	Telephone		
Address	Dates Employed	From	To
	Rate of Pay/Salary	Start	Last
Name of Supervisor	May we contact?	Yes	No
Position Title(s) and Responsibilities			
Reason For Leaving			

Company Name	Telephone		
Address	Dates Employed	From	To
	Rate of Pay/Salary	Start	Last
Name of Supervisor	May we contact?	Yes	No
Position Title(s) and Responsibilities			
Reason For Leaving			

References:

Please list three people not related to you who know your qualifications.

Examples of appropriate references include professional colleagues, prior supervisors, clients or professors (for tutors).

Name	Address
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Telephone(s)	Email	Relationship
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Name	Address
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Telephone(s)	Email	Relationship
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Name	Address
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Telephone(s)	Email	Relationship
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Please explain any extended periods of inactivity in your employment history.

Have you ever been discharged or forced to resign? Yes No

If yes, please explain.

Did you receive any disciplinary action in the last 12 months of active employment? Yes No

If yes, please explain.

Were you given a performance evaluation within the last 12 months of active employment? Yes No

If yes, what was the range of scores used and what was your score?

Have you signed any non-compete or non-solicit agreement with any other employer that might restrict you from working for Inspirica? Yes No

If yes, please explain.

(Please furnish a copy of the agreement.)

For Tutor Applicants Only:

Please check each of the following subjects you would feel confident tutoring and indicate your readiness to tutor in each subject checked.

SUBJECTS	HIGH SCHOOL LEVEL	COLLEGE LEVEL	COMMENTS
Algebra			
Geometry			
Trigonometry			
Calculus			
Probability/Statistics			
Economics			
Biology			
Chemistry			
Physics			
Language(s) (please specify)			
U.S. History			
World History			
English			
LSAT			
GMAT			
MCAT			
GRE			
TOEFL			
Other			

Criminal Record Information:

All Applicants: You must answer all four questions below. You may exclude any records expunged, annulled, sealed, discharged, dismissed, erased under first-offender law or otherwise eradicated by statute or court order. You may also exclude a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace.

Massachusetts Applicants: Please note that when answering the questions below, an applicant for employment with a sealed record on file with the commissioner of probation may answer “no record” with respect to an 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. When answering question #3, you may exclude a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace. You may also exclude any convictions of misdemeanors which are more than five years old if you have not been convicted of a misdemeanor in the past five years.

Have you been convicted of a felony within the last seven years? Yes No Date of Conviction _____

Have you been convicted within the last seven years of dishonest conduct or an offense involving the use of a weapon or other violent crime? Yes No

Have you been convicted of or completed a period of incarceration within the past five years for a misdemeanor? Yes No

If the answer to the above question is “yes”, please state whether you were convicted more than five years ago for any offense. Yes No

A criminal conviction will not necessarily be a bar to employment but will be considered in relation to specific job requirements. To help us evaluate your application, please describe your criminal conviction(s) including penalty(ies) imposed, listing the nature of your offense(s), and your rehabilitation since the conviction(s):

FOR ALL APPLICANTS:

Please sign the acknowledgment below.

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any misrepresentations, omission of facts or incomplete answers in any application document may disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentations or omissions of facts in any application document may be cause for my dismissal at any time without prior notice. I consent to and authorize Inspirica to contact my former employers, references, and any and all other persons and organizations for information bearing upon my qualifications for employment. I further authorize the listed employers, schools and personal references to give Inspirica (without further notice to me) any and all information about my previous employment and education, along with any other pertinent information they may have and hereby waive any actions which I may have against either party(ies) for providing a good faith reference.

I EXPRESSLY AGREE AND UNDERSTAND THAT, IF EMPLOYED BY INSPIRICA, MY EMPLOYMENT IS NOT FOR A SPECIFIC TERM, IS BASED ON MUTUAL CONSENT AND MAY BE TERMINATED BY ME OR BY INSPIRICA WITH OR WITHOUT NOTICE OR CAUSE AT ANY TIME. I FURTHER UNDERSTAND THAT NO ORAL PROMISE, EMPLOYER POLICY, CUSTOM, BUSINESS PRACTICE OR OTHER PROCEDURE (INCLUDING THE BASIC EMPLOYMENT POLICIES, PERSONNEL HANDBOOK OR ANY PERSONNEL MANUALS) CONSTITUTE AN EMPLOYMENT CONTRACT OR MODIFICATION OF THAT AT-WILL EMPLOYMENT RELATIONSHIP BETWEEN ME AND INSPIRICA. I ALSO UNDERSTAND THAT THIS ASPECT OF MY EMPLOYMENT MAY NOT CHANGE ABSENT AN INDIVIDUAL WRITTEN AGREEMENT SIGNED BY BOTH ME AND THE CEO OF INSPIRICA.

I understand that applicants for certain positions may be required to qualify for employment based on additional employment criteria. For example, I may be required to take job-related tests or submit to a background investigation. If I am offered employment or start work before any required test is completed, my continued employment is contingent on a satisfactory result on all required tests. I authorize the release of any background check results of any drug/alcohol test to any state or federal authority requesting such information and in response to a valid subpoena or other legal document.

I acknowledge that this application will remain active for 1 year from this date. If I have not heard from Inspirica at the conclusion of this 1 year period, it is my responsibility to complete a new application if I still wish to be considered for employment.

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge. (Part 391.21(b) (12))

Signature

Date

NEW YORK

850 Seventh Avenue
New York, NY 10019
212.245.3888

BOSTON

1320 Centre Street
Newton Centre, MA 02459
617.243.9015

PHILADELPHIA

945 Haverford Road
Bryn Mawr, PA 19010
610.520.7800