

HireOrder Thinking Incorporated Employment Application

Applicant Date	Applicant Name

A. PERSONAL INFORMATION

NAME	HOME PHONE	
<hr/>		
ADDRESS	CELL PHONE	
<hr/>		
TOWN/CITY	FAX	
<hr/>		
STATE	ZIP	EMAIL
<hr/>		

WHAT DO YOU ENJOY DOING OUTSIDE OF WORK?

WHAT ARE YOU EXCITED ABOUT?

B. EMPLOYMENT DESIRED

POSITION APPLIED FOR	
HOW DID YOU HEAR ABOUT THIS POSITION?	
DATE AVAILABLE FOR WORK	
DESIRED HOURS WEEKLY?	

C. EMPLOYMENT INTENTION

DO YOU INTEND TO MAINTAIN EMPLOYMENT WITH ANOTHER COMPANY OR INSTITUTION IF CONTRACTED WITH HOT? YES NO

IF YOU RESPONDED "YES", PLEASE INDICATE THE FULL NAME OF THE COMPANY OR INSTITUTION:

ARE YOU CURRENTLY UNDER ANY AGREEMENT OR EMPLOYER CODE OF CONDUCT THAT WOULD PREVENT YOU FROM ACCEPTING EMPLOYMENT WITH HOT? YES NO

D. EDUCATION

LIST ANY SEMINARS, CLASSES OR OTHER EDUCATION NOT LISTED BELOW WHICH MAY HELP QUALIFY YOU FOR THIS POSITION (IF YOU NEED ADDITIONAL SPACE, PLEASE USE PAGE 9)

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D. EDUCATION

	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	TOTAL YEARS OF STUDY	DEGREE/DIPLOMA
HIGH SCHOOL				
UNDERGRADUATE COLLEGE				
GRADUATE/ PROFESSIONAL				
OTHER				

E. EMPLOYMENT HISTORY

LIST BELOW ALL PRESENT AND PAST EMPLOYERS OVER THE PAST SEVEN YEARS, STRATING WITH YOUR MOST RECENT EMPLOYER. ACCOUNT FOR ALL PERIODS OF UNEMPLOYMENT. YOU MUST COMPLETE THIS SECTION EVEN IF ATTACHING A RESUME'.

EMPLOYER MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO CURRENT <input type="checkbox"/> YES <input type="checkbox"/> NO	START DATE	END DATE	ESSENTIAL JOB FUNCTIONS OF FINAL POSITION
ADDRESS			1.
CITY, STATE, ZIP	STARTING SALARY	ENDING SALARY	2.
PHONE NUMBER			3.
FAX NUMBER	SUPERVISOR(S)		
JOB POSITION(S)	EMAIL OF SUPERVISORS		
REASON(S) FOR LEAVING			

WHAT VALUE DID YOU ADD TO THIS COMPANY OR ITS CUSTOMERS?

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E. EMPLOYMENT HISTORY (CONTINUED)

EMPLOYER	START DATE	END DATE	ESSENTIAL JOB FUNCTIONS OF FINAL POSITION
ADDRESS			1.
CITY, STATE, ZIP	STARTING SALARY	ENDING SALARY	2.
PHONE NUMBER			3.
FAX NUMBER	SUPERVISOR(S)		
JOB POSITION(S)	EMAIL OF SUPERVISORS		
REASON(S) FOR LEAVING			

WHAT VALUE DID YOU ADD TO THIS COMPANY OR ITS CUSTOMERS?

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PHONE NUMBER			3.
FAX NUMBER	SUPERVISOR(S)		
JOB POSITION(S)	EMAIL OF SUPERVISORS		
REASON(S) FOR LEAVING			

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EMPLOYER	START DATE	END DATE	ESSENTIAL JOB FUNCTIONS OF FINAL POSITION
ADDRESS			1.
CITY, STATE, ZIP	STARTING SALARY	ENDING SALARY	2.
PHONE NUMBER			3.
FAX NUMBER	SUPERVISOR(S)		
JOB POSITION(S)	EMAIL OF SUPERVISORS		

REASON(S) FOR LEAVING

WHAT VALUE DID YOU ADD TO THIS COMPANY OR ITS CUSTOMERS?

F. ADDITIONAL INFORMATION

LIST ANY PROFESSIONAL, TRADE BUSINESS OR CIVIC ACTIVITIES AND OFFICES HELD.

DO YOU HAVE A RELIABLE FORM OF TRANSPORTATION?

YES NO

WHAT GRADES OF STUDENTS ARE YOU COMFORTABLE WITH?

Please indicate grade levels:

TODDLERS (1 and 2 years old)

PRESCHOOLERS (3 and 4 years old)

KINDERGARTNERS AND 1ST GRADE

ALL 2 3 4 5 6 7 8 9 10 11 12

NONE

DO YOU CURRENTLY HOLD A VALID TEACHER CERTIFICATION OR LICENSURE?

YES NO -- *If not, are you taking courses or enrolled in a program to become certified?* YES NO

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F. ADDITIONAL INFORMATION (CONTINUED)

LIST ANY LANGUAGES OTHER THAN ENGLISH THAT YOU CAN SPEAK, READ OR WRITE THAT COULD BE OF BENEFIT TO THE POSITION APPLIED FOR:

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

IDENTIFY FORMAL JOB TRAINING, SKILLS OR CERTIFICATIONS YOU POSSESS THAT RELATE TO THE POSITION APPLIED FOR.

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WHAT IS MOST IMPORTANT IN OUR NEXT CAREER OPPORTUNITY?

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IF YOU ARE HIRED, WHAT VALUE WOULD YOU ADD TO HIREORDER THINKING PROGRAM?

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DESCRIBE WHAT YOU BELIEVE ARE THE MOST UNIQUE FEATURES OF YOUR WORK HISTORY.

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F. ADDITIONAL INFORMATION (CONTINUED)

HAVE YOU EVER WORKED AS A PRIVATE TUTOR?

YES NO

HAVE YOU EVER WORKED FOR A TUTORING COMPANY?

YES NO

IF TUTORING CANNOT BE DONE AT A STUDENT'S HOME OR AT THE SCHOOL, ARE YOU WILLING TO TUTOR AT ANOTHER SAFE, CONVENIENT LOCATION (bookstore, community library, company sites, etc.)

YES NO

ARE YOU WILL TO WORK WITH MORE THAN ONE STUDENT AT A TIME (small groups)?

YES NO

HAVE YOU TAUGHT AT RISK CHILDREN AND TEENS?

YES NO

ARE YOU FAMILIAR WORKING WITH ESL STUDENTS OR WORKING WITH FOREIGN LANGUAGES?

YES NO

HAVE YOU EVER BEEN EMPLOYED BY A TITLE I. SCHOOL?

YES NO

ARE YOU CURRENTLY EMPLOYED WITH A TITLE I. PUBLIC SCHOOL? IF YES, SCHOOL NAME _____

YES NO

DO YOU HAVE ACCESS TO A COMPUTER, THE INTERNET, AND CAN RECEIVE/SEND EMAILS DAILY?

YES, if so where? _____ NO

HAVE YOU EVER BEEN EMPLOYED WITH HIREORDER THINKING TAUGHT AT RISK CHILDREN AND TEENS?

YES NO

DO YOU HAVE A FRIENDS OR RELATIVES EMPLOYED BY HIREORDER THINKING? IF YES, PLEASE PROVIDE THEIR NAMES AND RELATIONSHIP TO YOU:

YES NO

ARE YOU CURRENTLY EMPLOYED?

YES NO

MAY WE CONTACT YOUR EMPLOYER?

YES NO

ARE YOU CURRENTLY ON "LAY OFF" STATUS AND SUBJECT TO RECALL?

YES NO

IF YOU ARE UNDER 18 YEARS OF AGE, CAN YOU PROVIDE PROOF OF OUR ELIGIBILITY TO WORK?

YES NO

IF HIRED, CAN YOU PROVIDE PROOF OF US CITIZENSHIP OR PROOF OF YOUR LEGAL RIGHT TO WORK IN THE US?

YES NO

ARE YOU ABLE TO PERFORM ALL OF THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING WITH OR WITHOUT REASONABLE ACCOMODATION?

YES NO

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F. ADDITIONAL INFORMATION (CONTINUED)

IF HIRED, ARE THERE ANY ACCOMODATIONS HIREORDER THINKING INC. WOULD NEED TO PROVIDE SO THAT YOU CAN PERFORM ALL OF THE ESSENTIAL FUNCTIONS AND DUTIES OF THE POSITION BEING APPLIED FOR? IF YES , PLEASE EXPLAIN:

- YES NO

IF DRIVING IS A REQUIREMENT OF THE POSITION APPLIED FOR, HAVE YOU BEEN CONVICTED OF DRIVING UNDER THE INFLUENCE "(DUI)" IN THE LAST 7 YEARS?

- YES NO

IF HIRED, DO YOU HAVE A RELIABLE MEANS OF TRANSPORTATION TO AND FROM WORK?

- YES NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? IF YES, PLEASE EXPLAIN:

- YES NO

DISTANCE OR DRIVING TIME YOU ARE WILLING TO TRAVEL? _____ MILES/ _____ MIN./HRS.

TUTORING LOCATION PREFERENCES IN GEORGIA:

- | | | |
|--|---|-------------------------------------|
| <input type="checkbox"/> ATLANTA (City Of) | <input type="checkbox"/> COBB | <input type="checkbox"/> GWINETT |
| <input type="checkbox"/> CLARKE | <input type="checkbox"/> POWDER SPRINGS/AUSTELL | <input type="checkbox"/> OGLETHORPE |
| <input type="checkbox"/> BRIARCLIFF/BROOKHAVEN | <input type="checkbox"/> FOREST PARK | <input type="checkbox"/> MERIWETHER |
| <input type="checkbox"/> CLAYTON | <input type="checkbox"/> JONESBORO | |
| <input type="checkbox"/> COLLEGE PARK/EAST POINT | <input type="checkbox"/> LITHONIA | |
| <input type="checkbox"/> COWETA/NEWNAN/PALMETTO | <input type="checkbox"/> LOVEJOY | |
| <input type="checkbox"/> DECATUR/DEKALB | <input type="checkbox"/> STONE MOUNTAIN/CLARKSTON | |
| <input type="checkbox"/> DORAVILLE/CHAMBLEE | <input type="checkbox"/> UNION CITY/FAIRBURN | |
| <input type="checkbox"/> FAYETTE | <input type="checkbox"/> CHEEROKEE | |
| <input type="checkbox"/> S.FULTON | <input type="checkbox"/> ROCKDALE | |
| <input type="checkbox"/> PAULDING | <input type="checkbox"/> DALLAS | |
| <input type="checkbox"/> N. FULTON | <input type="checkbox"/> DOUGLASVILLE | |

PLEASE INDICATE YOUR AREAS OF ACADEMIC SPECIALIZATION IN K-12 SUBJECT AREAS:

Select each of the necessary grade levels and pick all that apply. While HOT is a literacy program, we offer other youth training services that you may be qualified to service.

ELEMENTARY:

- Study Skills
- Basic Math
- Pre-Algebra Math
- Reading
- Reading Comprehension
- English/Language Arts
- Writing
- Social Studies

MIDDLE SCHOOL:

- Study Skills
- Basic Math
- Pre-Algebra Math
- Reading
- Reading Comprehension
- English/Language Arts
- Writing
- Social Studies

HIGH SCHOOL:

- Basis Math
- Algebra
- Algebra I
- Algebra II
- Geometry
- Pre-Calculus
- Calculus
- Trigonometry

COLLEGE LEVEL:

- Accounting
- Biology
- Communications
- Computer Science
- English
- History
- Mathematics
- Other _____

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ELEMENTARY:

- Science
- Other _____
- NONE

MIDDLE SCHOOL:

- Science
- Other _____
- NONE

HIGH SCHOOL:

- Physics
- Chemistry
- Biology
- Anatomy
- Government
- US History
- World History
- Economics
- English/Grammar/Spelling
- English Composition
- Reading Comprehension
- Creative Writing
- Study Skills
- Organizational Skills
- Other _____
- NONE

COLLEGE LEVEL:

- NONE

G. SPECIAL EDUCATION INFORMATION

DO YOU HAVE EXPERIENCE WORKING WITH LEARNING DISABILITIES?

- YES NO

DO YOU HAVE EXPERIENCE WORKING WITH BEHAVIOR DISABILITIES?

- YES NO

DO YOU HAVE EXPERIENCE WORKING WITH ANY DISABILITY? If YES, please mark all that apply:

- ADD ADHD EBD SDD
- Dyslexia SLD OHI
- Other. Please explain _____

DO YOU HAVE ANY SPECIAL SKILLS OR TRAINING THAT WILL AID IN THE DEVELOPMENT OF OUR STUDENTS LITERACY AND FLUENCY ABILITY OF THE ENGLISH LANGUAGE? IF YES, PLEASE EXPLAIN:

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H. INVITATION TO CONTRACTORS TO SELF- IDENTIFY FOR EEO-1 REPORT

WHILE THE EMPLOYER IS NOT BOUND BY GOVERNMENTAL LAWS TO KEEP RECORDS FOR THE ADMINISTRATION OF CIVIL RIGHTS LAWS AND REGULATIONS, HE DOES PRACTICE AND FOLLOW THOSE LAWS BASED ON OUR OWN COMPANIES POLICIES AND PROCEDURES. THE EMPLOYER INVITES APPLICANTS TO VOLUNTARILY SELF-IDENTIFY THEIR RACE AND ETHNICITY. SUBMISSION OF THIS INFORMATION IS VOLUNTARY AND REFUSAL TO PROVIDE IT WILL NOT SUBJECT YOU TO ANY ADVERSE TREATMENT. THE INFORMATION WILL BE KEPT CONFIDENTIAL AND WILL ONLY BE USED IN ACCORDANCE WITH THE PROVISIONS OF COMPANY POLICY. IF REPORTED TO APPLICABLE LAWS, DATA WILL NOT IDENTIFY ANY SPECIFIC INDIVIDUAL.

NAME _____ **DATE** _____

POSITION _____ **GENDER** MALE FEMALE

SIGNATURE _____

RACE/ETHNIC BACKGROUND

ARE YOU HISPANIC OR LATINO? (A PERSON OF CUBAN, MEXICAN, PUERTO RICAN, SOUTH OR CENTRAL AMERICAN, OR SPANISH CULTURE OR ORIGIN, REGARDLESS OF RACE.) YES NO

IF YOU ANSWERED **NO** TO THE PREVIOUS QUESTION, PLEASE CHOOSE **ONE** OF THE CATEGORIES BELOW.

IF YOU ANSWERED **YES** TO THE PREVIOUS QUESTION, PLEASE LEAVE THE BOXES BELOW **BLANK**.

Race	Gender	Language	Language other than English Spoken
<input type="checkbox"/> African American/Black	<input type="checkbox"/> Female	<input type="checkbox"/> English Speaking	<input type="checkbox"/> _____
<input type="checkbox"/> Asian or Pacific	<input type="checkbox"/> Male	<input type="checkbox"/> Non English Speaking	
<input type="checkbox"/> Islander			
<input type="checkbox"/> Hispanic			
<input type="checkbox"/> Native American			
<input type="checkbox"/> White			
<input type="checkbox"/> Two or More Races			
<input type="checkbox"/> Other			

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I. OFFICIAL BACKGROUND INFORMATION

A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT AND WILL BE CONSIDERED ONLY AS IT SUBSTANTIALLY RELATES TO THE JOB IN QUESTION.

Have you ever been dismissed, non-renewed, termination or resigned while under investigation for allegations of or commission of a felony, a misdemeanor involving moral turpitude or a violation of any profession's code of ethics?

YES NO

Will you submit to a criminal background and sex offender check?

YES NO

When was your last criminal background and sex offender check performed? By Whom?

Do you have charges pending against you committing a felony, a misdemeanor involving moral turpitude or a violation of any professions' code of ethics?

YES NO

Have you ever had any adverse action (i.e., warning, reprimand, suspension, revocation, voluntary surrender, etc.) taken against any professional certificate or license by any agency (in any state)?

YES NO

For any felony or for any misdemeanor offense involving moral turpitude; have you ever pled guilty, been granted first offender treatment without adjudication of guilt, been found guilty? Participated in a pre-trial diversion program, or entered a plea of nolo contendere? Been placed under a court order whereby an adjunction or sentence was withheld?

YES NO

I affirm that the best of my knowledge, all information is true and correct. I hereby give permission to HireOrder Thinking Inc. to obtain copies of any criminal and personnel records relating to me which are held by local, state or federal government agency or private entity, and authorize any such agency or entity to release those records to HOT. I understand that this information may affect my eligibility for future employment within this company.

YES NO

Applicants need to understand that upon receiving their' application, information will be verified and determined viable and applicant will be notified of current decisions to proceed in the hiring process. We do not guarantee we will contact every applicant, based on capacity, if they are not deemed a selection choice Upon an approved application, a 'Letter of Intent' will be given based on the satisfactory completion of a Nat'l Criminal/Sexual background Screening, within an allotted time frame. After completion, a decision for hire will be made. Applicant will be notified.

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J. REFERENCES

Please provide **two** professional/**one** personal most recent references below:

(1) Name: _____

Phone Number: Alternate Number:

Email Address: _____@_____

Years Known? Professional Personal

(2) Name: _____

Phone Number: Alternate Number:

Email Address: _____@_____

Years Known? Professional Personal

(3) Name: _____

Phone Number: Alternate Number:

Email Address: _____@_____

Years Known? Professional Personal

(Print) Applicant Name: _____

Signature: _____ Date: _____ 20__

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K. POLICY STATEMENTS, sign the below with initials

_____ **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

HOT IS COMMITTED TO THE PRINCIPLES OF EQUAL EMPLOYMENT OPPORTUNIT AND IS COMMITED TO MAKE EMPLYMENT DECISIONS BASED ON MERIT. WE ARE COMMITTED TO COMPLYING WITH ALL FEDERAL, STATE, LOCAL LAWS PROVIDING FOR EQUAL EMPLOYMENT OPPORTUNITIES, AS WELL AS ALL LAWS RELATED TO TERMS AND CONDITIONS OF EMPLOYMENT. HOT DESIRES TO MAINTAIN A WORK ENVIRONMENT THAT IS FREE OF SEXUAL HARRASSMENT AND DISCRIMINATION DUE TO RACE, RELIGION, COLOR, NATIONAL ORIGIN, PHYSICAL OR MENTAL DISABILITY, AGE OR ANY OTHER STAUUS PROTECTED BY FEDERAL, STATE, OR LOCAL LAWS.

_____ **DISCRIMINATION AND SEXUAL HARASSMENT POLICY STATEMENT**

HOT WILL NOT TOLERATE ANY FORM OF UNLAWFUL DISCRIMINATION, INCLUDING SEXUAL HARRASSMENT. ANY CONTRACTOR WHO ENGAES IN UNLAWFUL DISCRIMINATION OR SEXUAL HARASSMENT WILL BE SUBJECT TO APPROPRIATE DISCIPLINE, UP TO AND INCLUDING TERMINATION. PROHIBITED SEXUAL HARASSMENT IS DEFINED AS FOLLOWS: UNWELCOME SEXUAL ADVANCES, REQUESTS FOR SEXUAL FAVORS AND OTHER VERBAL OR PHYSICAL CONDUCT OF A SEXUAL NATUR CONSTITUTES SEXUAL HARASSMENT WHEN (1) SUBMISSION TO SUCH CONDUCT IS MADE WHETHER EXPLICITLY OR IMPLICITLY A TERM OR CONDITION OF AN INDIVIDUAL'S TIME ASSOCIATED WITH HOT; (2) SUBMISSION TO OR ACTION OF SUCH CONDUCT BY AN INDIVIDUAL IS USED AS THE BASIS FOR EMPLOYMENT DECISIONS AFFECTING SUCH INDIVIDUALS; OR (3) SUCH CONDUCT HAS THE PURPOSE OR EFFECT OF UNREASONABL INTERFERING WITH AN INDIVIDUAL'S WORK PERFORMANCE OR CREATING AN INTIMIDATING, HOSTILE OR OFFENSIVE WORK ENVIRONMENT.

_____ **AT-WILL EMPLOYMENT**

I UNDERSTAND AND AGREE THAI IF I AM EMPLOYED, MY EMPLOYMENT WILL BE "AT-WILL", WHICH MEANS THAT HIREORDER THINKING INC. MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANYTIME, WITH OR WITHOUT CAUSE AND WITH AND WITHOUT NOTICE. LIKewise, HOT WILL RESPECT MY RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE. I FURTHER UNDERSTAND THAT ANY PRIOR REPRESENTATION, WHETHER EXPRESSED OR IMPLIED TO THE CONTRARY IS HEREBY SUPERSEDED AND THAT NO PROMISE OR REPRESENTATION CONTRARY TO THE FOREGOING IS BINDING TO HOT UNLESS MADE IN WRITING AND SIGNED BY HOT'S PRESIDENT.

_____ **COMPLETE AND ACCURATE INFORMATION**

I HEREBY CERTIFY THAT I HAVE NOT KNOWINGLY WITHHELD ANY INFORMATION THAT MIGHT ADVERSELY AFFECT MY CHANCES FOR EMPLOYMENT AND THAT ANSWERS GIVEN BY ME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I FURTHER CERTIFY THAT I HAVE PERSONALLY COMPLETED THIS APPLICATION. I UNDERSTAND THAT ANY OMISSION OR MISSTATEMENT OF MATERIALS FACT ON THIS APPLICATION, OR ANY OTHER DOCUMENT USED TO SECURE EMPLOYMENT, SHALL BE GROUNDS FOR REJECTION OF THIS APPLICATION OF FOR IMMEDIATE DISCHARGE IF I AM EMPLOYED, REGARDLESS OF THE TIME ELAPSED BEFORE DISCOVERY.

(Print) Applicant Name: _____

Signature: _____ Date: _____ 20____

I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY HIREORDER THINKING INC. (HOT).