



**APPLICATION FOR EMPLOYMENT
READAK EDUCATIONAL SERVICES**

PLEASE PRINT

Date _____ Social Security # _____

Name _____

Present Address _____ Phone (AC) _____

Permanent Address _____ Phone (AC) _____

E-mail Address _____

Are you a legal U.S. resident? _____ If hired, can you provide documentation to verify that you are authorized to work in the U.S.? _____

Do you own an automobile? _____ Make _____ Year _____

Have you ever been convicted of a felony? _____ If yes, please explain _____

Are you presently employed? _____ If so, may we contact your employer? _____ Why do you wish to leave? _____

Referred to us by: _____ Date available to start: _____ Salary desired: _____

Have you visited the Readak website (www.readak.com)? _____

RECORD OF EDUCATION

School	Name City & State	Number of years attended	Did you graduate?	Degree	Subjects Major/Minor
High School					
College					
College					
Grad School					

Have you ever taken any special courses which would be applicable to the position for which you are applying? _____

What foreign languages, if any, do you speak fluently? _____

In what countries have you traveled? When? How Long? _____

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, marital, or veteran status.

PERSONAL REFERENCES

(Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

If you are applying for a teaching position, please comply with the following request:

On a separate sheet, please write at least one paragraph in response to each of the following questions:

1. How do you feel about moving several times per year to a variety of locations?
2. What experience with children do you have that will allow you to succeed as a teacher?
3. Do you have a preference teaching Grades 5-8 or 9-14?
4. Based on past experience, evaluate your ability to submit reports, meet deadlines, and conform to standard business procedure.

AUTHORIZATION FOR TRANSCRIPT

I authorize Readak Educational Services to obtain a copy of my college transcript.

Signature

Date

In Case of Emergency, Notify: _____

I understand that an offer of employment may be made contingent upon passing a physical examination.

I recognize that employment with Readak is at-will, and that any employment relationship may be terminated, with or without cause, and with or without notice, at any time, at the option of either the Company or the employee. No supervisor or manager or representative of the Company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I authorize investigation of every statement contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing information to you.

I understand that, if employed, misrepresentation or omission of any fact sought or contained in this application shall be grounds for dismissal, and I hereby certify that the facts contained in this application are true and complete to the best of my knowledge.

My signature certifies that I have read and agree with the above statements.

Signature

Date

(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.)

(For Readak personnel only)

NOTES: