



3910 Caughey Road, Suite 120
 Erie, PA 16506
 (814)-833-ABCD (2223)
 www.readingnowerie.com

Diagnostic and Instructional Reading Clinic

PLEASE PRINT

APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE PAGES 1-3

DATE _____

Name _____
 Last First Middle Maiden

Present address _____
 Number Street City State Zip

Email: _____ Social Security No. _____ - _____ - _____

Telephone () _____ - _____ Cell Phone: () _____ - _____

If under 18, please list age _____

Position applied for (1) _____ Days/hours available to work
 (2) _____
 No Pref _____ Thur _____
 Mon _____ Fri _____
 Tue _____ Sat _____
 Wed _____ Sun _____

How did you hear about us? _____

How many hours can you work weekly? _____ Can you work evenings? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When are you available for work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Graduate School				

HAVE YOU EVER BEEN CONVICTED OF A FELONY? No Yes

If yes, please explain. _____

	CLEARANCES (Required for Employment)	ATTACH COPIES
List areas of TEACHING CERTIFICATION(S):		
Check whether you have the following clearances (must be less than 2 years old)		Act 114 - FBI Federal Criminal History Record <input type="checkbox"/> Yes <input type="checkbox"/> No
Act 34 – State Police Record Clearance <input type="checkbox"/> Yes <input type="checkbox"/> No	Act 151- Child Abuse History Clearance <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please list two **PROFESSIONAL** references.

Name _____	Name _____
Position _____	Position _____
Company/School: _____	Company/School _____
Address _____	Address _____
_____	_____
Telephone () _____	Telephone () _____
Email: _____	Email: _____

MILITARY
HAVE YOU EVER BEEN IN THE ARMED FORCES? <input type="checkbox"/> Yes <input type="checkbox"/> No
ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? <input type="checkbox"/> Yes <input type="checkbox"/> No
Specialty _____ Date Entered _____ Discharge Date _____

Work Experience Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary, or a resume.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your Last Job Title		

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
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	Your last job title		
Reason for leaving (be specific)			
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	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer? Yes No

Did you complete this application yourself Yes No

If not, who did? _____

AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with Reading Now, LLC (Reading Now) creates an actual or implied contract of employment. I understand that, if I accept employment with Reading Now, it will be on an at-will basis. This means that either Reading Now or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I agree to submit to drug and alcohol testing, if requested by Reading Now. I release Reading Now, and its employees, plus other persons or companies, from any and all liability arising out of or related in any way to such testing.

I authorize Reading Now to investigate information concerning my education, employment experiences and all other aspects of my background relevant to my proposed employment. I release Reading Now and its employees from all liability arising from such investigation.

Signature of applicant _____ **Date:** _____

Reading Now is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Reading Now depends solely on your qualifications.