



READING FOR EDUCATION

(615) 896-3800 Phone
(615) 494-4010 Fax
180 Freedom Avenue
Murfreesboro, TN 37129

EMPLOYMENT APPLICATION

To the applicant: We appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work experience will help us place you in the position that best meets your qualifications and may assist us in possible future upgrading.

This company is an Equal Opportunity Employer. We do not discriminate against any employee or job applicant because of race, color, religion, sex, national origin, or handicap.

PLEASE Type OR PRINT in INK

PERSONAL INFORMATION

DATE _____ MONTH OF BIRTH _____ DAY OF BIRTH _____ (DO NOT PUT YEAR OF BIRTH)

NAME _____ SOCIAL SECURITY # Do not enter SS # _____

PRESENT ADDRESS _____

HOME PHONE # _____ OTHER _____

IN CASE OF EMERGENCY, NOTIFY _____
NAME RELATION AREA CODE / PHONE

HOW DID YOU HEAR OF US? _____

LIST FRIENDS OR RELATIVES EMPLOYED AT READING FOR EDUCATION (INDICATE NAME & RELATION)

HAVE YOU APPLIED FOR EMPLOYMENT WITH US PREVIOUSLY? NO YES MONTH/YEAR _____

POSITION DESIRED _____

WHAT SHIFT WOULD YOU PREFER? _____ WILL YOU WORK OVERTIME IF ASKED? YES

NO _____

BACKGROUND INFORMATION

Have you ever been convicted of, or pled guilty or no contest to, a felony or misdemeanor (excluding minor traffic violations)? Yes No.

If so, provide complete details, including the date of conviction and incarceration, if any, and disposition, including any suspended sentence, fines, probation, deferred adjudication, or similar disposition. (A conviction will not necessarily be a bar to employment and factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account in relation to the job.)

EDUCATION (High School Diploma is NOT required for most RFE employment positions.)

| School | Name / Location of School | Course of Study | #Years Completed | Did you graduate | Degree / Diploma |
|-----------------------------------|---------------------------|-----------------|------------------|---|------------------|
| HIGH SCHOOL | | | | YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| COLLEGE | | | | YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| TECHNICAL TRADE or BUSINESS | | | | YES <input type="checkbox"/> NO <input type="checkbox"/> | |

LIST ANY OTHER EXPERIENCE, SKILLS, OR QUALIFICATIONS YOU FEEL WOULD BE USEFUL IN THE POSITION YOU HAVE APPLIED FOR:

PERSONAL REFERENCES (OTHER THAN RELATIVES)

| NAME AND OCCUPATION | ADDRESS | AREA CODE / PHONE NO. |
|---------------------|---------|-----------------------|
| | | |
| | | |

EMPLOYMENT HISTORY Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

| COMPANY NAME | ADDRESS | AREA CODE / PHONE NO. |
|--------------------|-------------------------|-------------------------|
| | | |
| SUPERVISOR | JOB TITLE / DESCRIPTION | BEGINNING / END PAY |
| | | |
| EMPLOYED FROM / TO | REASON FOR LEAVING | MAY WE CONTACT YES / NO |

| COMPANY NAME | ADDRESS | AREA CODE / PHONE NO. |
|--------------------|-------------------------|-------------------------|
| | | |
| SUPERVISOR | JOB TITLE / DESCRIPTION | BEGINNING / END PAY |
| | | |
| EMPLOYED FROM / TO | REASON FOR LEAVING | MAY WE CONTACT YES / NO |

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| SUPERVISOR | JOB TITLE / DESCRIPTION | BEGINNING / END PAY |
| | | |
| EMPLOYED FROM / TO | REASON FOR LEAVING | MAY WE CONTACT YES / NO |

AUTHORIZATION FOR CRIMINAL RECORDS CHECK & DRUG TEST

By my signature below, I hereby authorize Reading For Education and its affiliates and agents (collectively, the "Company"), by and through publicdata.com or another agency designated by the Company, to procure consumer reports on me limited to any criminal records. In connection with the foregoing, I authorize all persons, law enforcement agencies, and other entities that may have information relevant to the above to disclose such information to the Company, by and through a consumer reporting agency or otherwise, regardless of whether such person or other entity compiled the information itself or received the information from other sources. I hereby agree to hold harmless, indemnify, and release the Company, publicdata.com, and any and all persons, businesses, agencies, or other entities from any and all liability, claims, and/or demands of any nature whatsoever to me or others who may assert any claims or demands on my behalf, as a result of procuring, selling, providing, and/or assisting with the compilation or preparation of the reports hereby authorized. Signing below gives us permission to do a background check and confirm you are aware there will be a drug test. Employment is contingent on the results.

SIGNATURE OF APPLICANT

DATE

CERTIFICATION

I certify that all information given herein is true, complete, and correct to the best of my knowledge and belief. I understand that false or misleading statements or consequential omissions of any kind will prevent me from being considered for employment and would be sufficient cause for dismissal, if employed.

I further certify, that to the best of my knowledge and belief, I am not under obligation or bound to a nondisclosure/non-compete agreement by any present or former employer.

SIGNATURE OF APPLICANT

DATE

OFFICE USE ONLY

INTERVIEW: YES NO

RESULT OF INTERVIEW: _____

ACCEPTABLE FOR EMPLOYMENT: _____ STARTING RATE: _____ STARTING DATE: _____

COMMENTS: _____