

Employment Application

An Equal Opportunity Employer



What position are you applying for: _____

Contact Information

Name: _____ Home Phone: _____ Cell Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Desired Employment

Please check one: I am applying for: Full-time work Part-time work Temporary

How many hours are you hoping to work per week? _____ If hired, on what day can you start work?

Work Availability

Day:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time:							

Personal Information

Have you ever applied to or worked for Reading and Beyond? Yes No

If yes, when and in what position? _____

Do you have any relatives or friends who currently work for Reading and Beyond? Yes No

If yes, state names and relationship:

Name: _____ Relationship: _____
Name: _____ Relationship: _____

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? Yes No (If you are under 18, hire is subject to verification that you are of a minimum legal age)

If hired, can you present evidence of your US citizenship or proof of your legal right to live and work in this country? Yes No

Have you ever been convicted of a felony or serious misdemeanor? Yes No

If yes, state the nature of the crime(s), when and where convicted and disposition of the case.

(Note: No applicant will be denied employment sole on the grounds of convictions of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the positions applied for may, however, be considered.)

Emergency/ Medical

Do you have any physical limitations that may limit your ability to perform a certain task? Yes No

If yes, what accommodations do you require? _____

(We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/ employees to perform essential functions. Hire may be subject to passing a medical examination and to skill and agility test)

Education

High School:

School Name

Address

City State Zip

Did you Graduate? Yes No Number of Years:

Degree or Diploma: _____

College/University:

College or University Name

Address

City State Zip

Did you Graduate? Yes No Number of Years:

Degree or Diploma: _____

Vocational/Business:

Name

Address

City State Zip

Did you Graduate? Yes No Number of Years:

Degree or Diploma: _____

Employment History

Employer's Name:

Address: _____

City: _____ State: _____ Zip: _____

Dates of Employment: From _____ To: _____

Your Job Title:

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Employer's Name:

Address: _____

City: _____ State: _____ Zip: _____

Dates of Employment: From _____ To: _____

Your Job Title:

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Employer's Name:

Address: _____

City: _____ State: _____ Zip: _____

Dates of Employment: From _____ To: _____

Your Job Title:

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name:	Phone	Address	Number of years acquainted:	Title/ Relationship:

PLEASE READ CAREFULLY, INITIALS EACH PARAGRAPH AND SIGN BELOW

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my changes for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize **Reading and Beyond** to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to **Reading and Beyond** any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release **Reading and Beyond**, my former employers and all other persons, corporations, partnership and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and **Reading and Beyond**. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period of time and be terminated at any time, with or without prior notice, at the option of either myself or **Reading and Beyond**, and that no promise or representations contrary to the foregoing are binding on **Reading and Beyond** unless made in writing and signed by me and **Reading and Beyond's** designated representative.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by **Reading and Beyond**, I am entitled to copies of any such public records obtained by **Reading and Beyond** unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

By signing below you are acknowledging that you have read the above statements thoroughly and understand their contents. If you are unclear about **any** of the above statements please ask **Reading and Beyond's** Human Resources representative before you sign below.

Signature: **X** _____

Date: _____

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Dear Reading And Beyond Applicant,

Thank you for your interest in joining our team. We are pleased that you have chosen to apply for employment at Reading and Beyond. When considering employment at any place, it's important to understand the organization's culture and thoughtfully consider if your personality and expectations align. With this in mind, there are a few things that applicants need to be mindful of when considering employment with Reading and Beyond. **Please read this page carefully.**

1. **Quality is the NUMBER ONE priority in everything we do.** We have high expectations of all employees. **Every** employee is crucial to helping us carry out our mission "to empower children and families to achieve productive, self-reliant lives." We value effort, but employees are evaluated on their **results**. Our motto at Reading and Beyond is: "*No matter how good our programs are, they can always be better.*" We are open to new ideas, and we will consider each idea based on its merit. We look for employees who will continually be looking for, and thinking about how we can grow our programs while minimizing our costs and offering top-quality programs for the children and families we serve.
2. **Reading and Beyond is a fast-paced work environment.** We expect our employees to be able to juggle multiple tasks and projects and perform with thoughtfulness and high quality. When we consider bringing someone new onto our team, we are most interested in what your strengths and experiences are, and what your contribution will be to our organization. Additionally, we look for strong, independent workers, who will take ownership of their duties, "roll up their sleeves" and set- their mind to helping us to retain the quality of our work, as we expand our scope of work in the community.
3. **Every employee at Reading and Beyond has a public relations role.** The interaction that you have with the children, parents, teachers, school districts, volunteers, funders and community members will often determine their impression of our entire organization. At work, all employees are expected to dress professionally, conduct themselves in a respectful and professional manner at all times, and always use good judgment when interacting with **anyone** on behalf of the organization. It is impossible to tell employees the "how-to" and "yes-no" of every situation, thus we look for employees who can use good judgment in every situation. Additionally, we cannot dictate your personal choices outside work, but we expect that your personal life choices will never affect Reading and Beyond in a negative way.
4. **At Reading and Beyond, we pride ourselves on having a healthy work environment.** We do not tolerate employee gossip or unnecessary "office politics." We expect employees to handle conflict and disagreements in a mature and professional manner at all times and follow the appropriate chain of command if/when issues arise.

Sincerely,

Luis Santana,
Executive Director and Founder
Reading and Beyond

Applicant Signature:

I have read this page thoroughly and understand the expectations Reading and Beyond has of all its employees.

Signature: **X**_____

Date: _____