

RETURN TO:
1100 32nd Avenue South, Suite 1
Moorhead, MN 56560
Phone: 218-359-0505
E-mail: rtc@ideaone.net
Website: www.readingtherapycenter.com



APPLICATION FOR EMPLOYMENT

PERSONAL CONTACT INFORMATION

Name _____ Application Date _____
Present Address _____
City _____ State _____ Zip _____
Phone: Day _____ Evening _____
Best time to call you _____ Length of time at this address _____
Permanent address and phone number if different than present address _____
E-mail address _____

CURRENT EMPLOYMENT

Current Occupation _____
Company _____
Business Address _____
City, State, Zip _____

Can you submit verification of your legal right to work in the United States? Yes No

How did you learn about the position for which you are applying?

Why are you interested in this position?

Are you holding or have you already signed a contract for next year with any other educational institution? Yes No

PROFESSIONAL QUALIFICATIONS

List elementary school(s) you attended and high school from which you graduated:

INSTITUTION	CITY AND STATE	GRADE COMPLETED

List degree(s) you hold from all post-secondary institutions:

DEGREE	MAJOR	DATE RECEIVED	ISSUING INSTITUTION

Degree Minor(s) or endorsements: _____

College Accumulated Grade Point Average: B.A. ____ M.A. ____ Other ____ Major Subject GPA ____

Please attach photocopies of transcripts from all post-secondary institutions you have attended. Should you be offered a position, official copies of your transcripts must be provided for inclusion in your personnel file.

List any teaching certificate(s), license(s), and endorsement(s) you hold:

TEACHING CERTIFICATE NUMBER	STATE OF LICENSURE	EXPIRATION DATE	ENDORSEMENTS

ASHA Certification Number, if applicable: _____

MN State License in Speech Pathology, if applicable: _____

List any specific training(s) or conference(s) you have participated in that would be relevant to this position: _____

Please attach photocopies of all certificate(s) and license(s) you have.

EMPLOYMENT HISTORY

Please start with your current or most recent employment and work backwards for the past ten years. If necessary, you may follow the same format on the reverse. ***Please also include a complete Résumé with this application.***

1. Position _____ Dates of Employment _____
 Address _____
 Supervisor's Name and Phone Number _____
 Reason for leaving _____

2. Position _____ Dates of Employment _____
 Address _____
 Supervisor's Name and Phone Number _____
 Reason for leaving _____

3. Position _____ Dates of Employment _____
 Address _____
 Supervisor's Name and Phone Number _____
 Reason for leaving _____

4. Position _____ Dates of Employment _____
 Address _____
 Supervisor's Name and Phone Number _____
 Reason for leaving _____

5. Position _____ Dates of Employment _____
 Address _____
 Supervisor's Name and Phone Number _____
 Reason for leaving _____

Have you ever worked under a different name for any of the employers you have listed? If so, what are the name(s)? _____

Have you served in the military? Yes No
 If yes, what type of training or education did you receive? _____

Please list any public or community service you are presently involved in:

PERSONAL REFERENCES

Do not list family members or relatives for references. You will also need to sign the attached *Applicant's Certification and Agreement* which contains a reference release and return it with this application.

Give three references who are qualified to speak of your experience and service (**two must be job references**).

NAME	ADDRESS	CITY, STATE ZIP	PHONE	TITLE

Give three references who are qualified to speak of your professional training and/or experience. **List your current or most recent principal or supervisor first.**

NAME	ADDRESS	CITY, STATE ZIP	PHONE	TITLE

PERSONAL PHILOSOPHY

What could you bring professionally and personally to the Reading Therapy Center, Inc.?

What areas do you feel are your strengths? Weaknesses?

What is your philosophy regarding one-on-one, intensive instruction?

What is your philosophy of discipline?

Please summarize any additional information that you would like to present regarding your candidacy for this position.

Signature: _____ Date: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **Reading Therapy Center, Inc.** (hereinafter referred to as "RTC") does not discriminate in its employment practices against any person because of race, religion, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize RTC to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my work record. I also authorize RTC to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to RTC any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release RTC, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to RTC.

Since I will be working with children, I understand that I must submit to a fingerprint check by the Bureau of Criminal Apprehension (BCA) and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize RTC to conduct a criminal records check and understand that I, the employee, will be responsible for all costs in completing the criminal background check(s). I understand and agree that any offer of employment that I may receive from RTC is conditioned upon the receipt of background information, including criminal background information. RTC may refuse employment or terminate conditional employment if RTC deems any background information unfavorable or that it could reflect adversely on RTC.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date

This application packet should include:

- Completed application
- Letter of Application
- Résumé