



# Reading Public Schools

*Instilling a joy of learning and inspiring the innovative leaders of tomorrow*

82 Oakland Road  
Reading, MA 01867  
Human Resources  
Phone: 781-670-2246

## EMPLOYMENT APPLICATION

Position Desired: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_  
*Last First Middle Initial*

Address: \_\_\_\_\_  
*Street Address*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Are you authorized to work in the United States? YES  NO

Have you worked for Reading Public Schools in the past? YES  NO  If yes, when? \_\_\_\_\_

## EDUCATION

High School: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Did you graduate? YES  NO  Degree: \_\_\_\_\_

## CERTIFICATIONS / LICENSES

Certification / License Name: \_\_\_\_\_ Issuing Authority: \_\_\_\_\_  
Date Received \_\_\_\_\_ Expiration: \_\_\_\_\_

Certification / License Name: \_\_\_\_\_ Issuing Authority: \_\_\_\_\_  
Date Received \_\_\_\_\_ Expiration: \_\_\_\_\_

## EMPLOYMENT HISTORY

Company \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_ May we contact this employer? YES  NO

Company \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_ May we contact this employer? YES  NO

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_