



Greenwich Education Group

Application for Employment

Applying for: GEG _____ Beacon _____ Spire _____ SLS _____

Indicate position applying for: _____

Personal information

Name (last, first, middle if applicable):

Current mailing address:

Street: _____ Apartment number: _____

City/town: _____ State: _____ Zip code: _____

Permanent address (if different than current address):

Street: _____ Apartment number: _____

City/town: _____ State: _____ Zip code: _____

Are you legally eligible to permanently work in the United States? _____

Do you, or will you in the future, require visa support to ensure employment in the US? _____

Greenwich Education Group is an equal opportunity employer and does not discriminate on the basis of race, sexual orientation, creed, national origin, gender, marital status, disability, military, national origin or age.

Have you ever been convicted of a felony? _____

If yes, please specify the conviction and explain:

Certification/License

Do you presently hold teaching or administrative certification(s)/license (s)? _____

If yes, please specify the type(s): _____

Please list three professional references. They should include professionals who have first-hand knowledge of your professional qualifications.

Name: _____ Title: _____

Phone: _____ Relationship: _____

Name: _____ Title: _____

Phone: _____ Relationship: _____

Name: _____ Title: _____

Phone: _____ Relationship: _____

Please submit the following along with this application:

-□□□□□□□□ A cover letter

-□□□□□□□□ An updated resume

-□□□□□□□□ Proof of your certification/s and licenses (for teachers and tutors)

-□□□□□□□□ Academic Transcript (for teachers and tutors)

New employees who will be working with students in any capacity are required to complete a state and federal criminal history background check. You will be provided with fingerprint forms that can be completed at most local police stations. Please understand that you are responsible for the fingerprinting expenses for State and Federal Bureau of Investigation checks if you offered a position as an independent contractor. The current cost is \$50.00 for the state background check and \$19.25 for the FBI background check. GEG covers these costs for fulltime regular employees.

Emploment with GEG is contigent on the successful completion of fingerprint checks.

If any information contained in this application, or on your resume, or on any other credentials you submit is not accurate and true, your employment at GEG will be immediately terminated.

Please sign below to confirm that all information submitted in this application packet to Greenwich Education Group is accurate and current. Your signature also confirms that you have read and understood the above statements.

Signature

Date

Please submit your application packet to:

Human Resources, Greenwich Education Group, 4 Riverside Ave. Riverside CT 06878