

REGISTRATION APPLICATION
English as a Second Language Program - ESL

myPath Training and Employee Development and Employee Services, in collaboration with Rutgers English Language Institute (RELI), provides an English as a Second Language (ESL) program. This program is taught by instructors with advanced degrees in Teaching English to Speakers of Other Languages (TESOL).

The program addresses understanding, speaking, and writing and is an excellent opportunity to improve your English skills.

Important items to note:

- There is no fee to the employee to attend ESL.
- Participation in ESL is voluntary and is not guaranteed and not considered a right or a benefit.
- ESL may take place on employee time or a combination of Rutgers time and employee time.
 - Employees will not receive overtime pay nor be docked time for participation in ESL.
 - Employees will not be denied the time or disciplined for time away from the job to attend ESL.
- Registration is offered to full-time employees, is not guaranteed, and is granted by your supervisor based on current workload and university needs.
- If you are not selected to attend this session, there will be additional classes offered.
- Registration is limited.
- You may not be selected, even if your supervisor approves, based on demand.

Interested in enrolling in the ESL Program?

- Indicate your section below based on your shift and the location you work.
- Notify your supervisor of your interest in attending the class and have him/her sign this form.
- Once your supervisor approves, scan and email the form to mypath@ipo.rutgers.edu

Employees will be notified of their acceptance into ESL, as well as confirmation of date, time, and location of class.

Employee Name: _____

Department: _____

Daily Work Schedule: Start Time- _____ **End Time-** _____

Employee Contact Email: _____

Employee Contact Phone Number: _____

Supervisor Name: _____

Supervisor Signature: _____