



**St. Rose After School Tutor
APPLICATION FOR EMPLOYMENT 2022-2023**

NAME	DATE	POSITION APPLIED FOR: Tutor
ADDRESS		
TELEPHONE NUMBER:		SOCIAL SECURITY NUMBER
Do you have any relatives working at the Diocese of Yakima? <input type="checkbox"/> No <input type="checkbox"/> Yes Name _____		IF HIRED, DATE YOU CAN START
Emergency Contact: Name _____ Phone _____		

	What days and hours are you willing to work?	Do you have a valid WA State Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you under 16?	
Indicate which non-English language(s) you can speak, read and/or write and indicate level of proficiency:		
		Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No
ESSENTIAL FUNCTIONS: Can you perform the essential functions of this job with or without reasonable accommodations? If not, which functions would you be unable to perform: _____		

EDUCATIONAL HISTORY List school name and location, years completed, course of study, and any degrees earned. Official transcripts will be required for some positions.
High School: _____
College: _____
Post Graduate: _____
Technical Training: _____
List certificates or licenses you hold, or specialized training you have completed, which may be required or help qualify you for employment: _____ _____ _____

REFERENCES: List 3 school or work-related references names, telephone numbers, and years known (do not include relatives): _____ _____ _____
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WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT HISTORY		
List all periods of employment for the last ten years, beginning with most recent or current. Explain gaps or periods of unemployment of more than 30 days.		
EMPLOYER	DATES OF SERVICE:	
ADDRESS	FROM:	TO:
HOW MANY DAYS WERE YOU ABSENT LAST YEAR? (Do not count vacation, holidays or FMLA) _____		
JOB TITLE	HOURLY RATE/SALARY:	
REASON FOR LEAVING OR PLANNING TO LEAVE	STARTING:	FINAL:
SUPERVISOR NAME & TELEPHONE NUMBER		

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REASON FOR LEAVING OR PLANNING TO LEAVE	STARTING:	FINAL:
SUPERVISOR NAME & TELEPHONE NUMBER		

I hereby authorize a prospective employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, education institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment. We are an "at will" employer and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

I also understand that I must submit to a criminal background check and that employment is conditional based on receipt of a satisfactory report.

Applicant Signature _____ Date _____

Important!

If you are still a high school student, please type a letter to Mrs. Bafus explaining why you want this job and why you think you would be good at it. If you aren't sure be honest. But tell her why you'd like to try. In the letter, tell her what your dream for your life is. If you don't have a dream for your life, tell her why? Tell her why you think she wants to know what your dream is.



St Rose of Lima Catholic School

520 Nat Washington Way Ephrata, WA 98823 Office: (509) 754-4901 Fax: (509) 754-9274 Email: info@saintroseschool.org

After School Tutor Open until 1/27/23

St. Rose School After School Program is hiring 1 part-time tutor to work with students from 3:30-5:00 p.m. 3-4 days a week. Pay is the WA state minimum wage of \$15.74 if you are 16 and over. We will hire students who are 15, pay is 85% of WA state minimum wage, \$13.38. No other benefits are offered.

Important for applicants to know:

Students are K-6

Kindness required

Show interest in students by asking them about themselves and their day.

Keep phones put away.

Sit with our students during homework time and help them, checking to make sure they complete their work correctly.

If they say they do not have homework, you may need to verify this with their teacher.

Our goal is to run a quality after school program, good staff is an integral to meeting this goal.

Please contact our Mrs. Bafus at 509-754-4901 for an application.

Job responsibilities include but are not limited to:

Pass a Washington State Background Check.

Receive Virtus Safe Environment training.

Receive online First Aid training and manage the availability of a First Aid kit.

Participate in Love & Logic training.

Track attendance and snacks for bookkeeping purposes.

Provide play, snack, study, prayer time.

Assist students with homework.

Monitor students at all times.

Stay until the last student is picked up by parents.

Organize students in cleaning up after themselves.

Check doors and building security.

Focus attention on students attending program.

Report any discipline issues or accidents to the Program Director immediately.

Use positive language and compassion with students.

Refrain from any lewd or foul language.

No cell phone use during work hours.