

Aim High St. Louis Returning Employee Application

It is our policy to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental handicap, or veteran status.

This form is to be completed by all candidates returning to a paid position with Aim High St. Louis. TA applicants are also required to complete the interest form.

Name: Last _____ First _____ Middle _____ Date _____

Street Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

Gender _____ Social Security # _____ Birthdate _____

Ethnicity _____ Driver's License Number _____ State Issuing License _____

Do you currently hold automobile insurance on your personally owned and operated vehicle? Y N

What type of position are you applying for:

Faculty Paid Teaching Assistant Volunteer Teaching Assistant

Co/Assistant/Site Director Administrative Position

Faculty only: Please indicate your potential elective course _____

TAs only: Please indicate the specific positions in which you are interested:

English Math Science Social Studies Elective : _____

Administrative Physical Fun Bus Snack Lunch Other: _____

Please list your previous Aim High positions held and dates of employment

Position/Site	From	To

Are you able to work a full-time schedule for the 5+ weeks of the summer program? Y N

If no, please explain:

Current Employer:

[1] Employer _____ Address _____

Telephone _____ Email _____

Current/Recent position(s): _____

Responsibilities _____ Supervisor _____

BACKGROUND CHECK AND INFORMATION

In addition to the following information, a thorough background check, including State Highway Patrol background check and Division of Health and Human Services Child Abuse/Neglect Screening will be performed on all new and returning applicants.

Please Note: “YES” answers to the following questions will not necessarily result in denial of an offer of employment. Aim High will consider all of the circumstances, including the date and nature of the events that have led to the actions described below. However, failure to disclose all requested information below will result in a denial of an offer of employment or will be used as a basis to terminate an employee.

1. Have you ever been arrested for, convicted of, admitted committing, pleaded guilty to, pleaded no contest to, or are awaiting trial for any crime (including sex and child abuse related AND excluding minor traffic matters not involving an allegation of intoxication, drug use, DWI/DUI)? You must answer “YES” if true, even if the matter was later dismissed, deferred, reversed, vacated, or not prosecuted or if you were fingerprinted, booked or detained even if you did not think you were arrested.

YES NO

2. Have you ever been cited or notified of an investigation by a division of family services on allegations of abuse or neglect? You must answer “YES” if true, even if the matter was later dismissed, deferred, reversed, vacated, or a no probable cause finding was issued.

YES NO

3. Have you ever been dismissed (fired) from any job, or resigned either at the request of your employer or while charges against you or an investigation of your behavior were pending? You must answer “YES” if true, even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms.

YES NO

4. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private?

YES NO

5. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory agency or body, public or private?

YES NO

If you answered “Yes” to any one or more of Questions 1-5 above, provide a detailed explanation below. Attach additional pages as needed.

Certification, Authorizations and Releases

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history. I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment will continue on that basis.

In connection with my application for employment, I understand that a background investigation report may be requested that will include information as to my character, work habits, performance, and experience, along with reason for termination of past employment. I understand that you may be requesting information from public and private sources about my: criminal history records, driving record, court record, education, credentials, and references. _____(initial)

I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted by Aim High St. Louis or its agent, to furnish the information described in this application for employment. _____(initial)

Unless otherwise specified in writing, I give consent to the staff and/or agents of Aim High to interview/photograph/videotape me. I understand that the interview and photograph/videotape information may be used in Aim High and/or their collaborator's local and national publications and websites, including promotional and testimonial efforts. _____(initial)

I understand that parts of my employment with Aim High may include situations where my health, safety and life may be at risk. I hereby hold harmless Aim High, its staff, partners, directors, volunteers, participants and other affiliates from all liabilities associated with _____(initial)

I understand that information collected in this application for employment is confidential and will not be used for any other purposes beyond those required for employment with Aim High St. Louis. I hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the request for or release of any of the above-mentioned information or reports. _____(initial)

I have never been convicted of any felony, child abuse or unlawful sexual offense and have never been charged with the commission of an act of child abuse or unlawful sexual offense. _____ (initial). Further I understand that a paid position with Aim High St. Louis requires my attendance at a training specific to sexual abuse and harassment. _____ (initial).

Emergency Contact Information: Please contact the following individual(s) in the event of an emergency:

Name _____ Phone 1 _____ Phone 2 _____

Relationship _____

Emergency Medical Information: If I am unable to provide instructions for my own care or my designated emergency contacts/e cannot be reached, in case of an emergency requiring medical care, I authorize the administration of Aim High to contact my doctor and/or contact 911.

Preferred Physician: _____ Phone: _____ Address: _____ Zip: _____

Preferred hospital for medical treatment: _____

I attest that I have read and understand fully the contents and permissions granted in this application for employment.

Signature _____ Date _____