



Riverside Educational Center
After School Tutoring and Enrichment

For REC Hiring Staff:

Status: _____

Hire Date: _____

D.O.B. _____

Staff Application

Return application with a resume to:

PO Box 4367, Grand Junction, CO 81502 or 552 West Main St., Grand Junction, CO 81501

(970) 462-2901

Last Name _____ First Name _____ Middle Name _____

Alias: _____ Former Last Names: _____

Address _____

City _____ State _____ Zip _____ Email Address _____

Mailing Address if different: _____

Home Phone _____ Work Phone _____ Cell Phone _____

Note - If under 18 years of age or not legally emancipated, please include parents or legal guardians information for emergency contact.

Local Emergency Contact Name _____

Contact Number _____ Relationship _____

Primary Doctor _____ Hospital _____

Personal Information

Current Employer and/or current school _____

Position or Grade _____

Brief description of job _____

References

Please list two people who know you well and can attest to your character, skills and dependability. **Preferably references that can attest to your work with children and relevant experiences.**

Personal Reference _____ Contact Number _____

Email _____

Professional Reference _____ Contact Number _____

Email _____

Are you in good health? _____ Do you have any physical limitations? _____

Highest Level of Education _____

Background Checks

Please note that the REC will conduct background checks. The policy of the REC is that we will not accept volunteers who have been involved, investigated, arrested and/or convicted of child abuse, neglect or sexual molestation of a minor. If you have ever been involved, investigated, arrested and/or convicted of an assault or felony then the circumstances will be discussed with the Director to determine the appropriateness of volunteering at the REC. If you answer yes to any questions below please write a brief explanation under the question.

Have you even been investigated, arrested and/or convicted of any assault? _____

Have you ever been investigated, arrested, and/or convicted of a felony or any other offense? _____

Have you ever been investigated, arrested and/or convicted of child abuse, neglect or sexual molestation of a minor or adult? _____

Do you give the REC permission to use any pictures of you for the purpose of recruiting and/or public relations? _____

I understand that Riverside Educational Center will contact the above listed references and any other persons deemed necessary to verify my qualifications to be a volunteer tutor. I agree to a background check through IntelliCorp Records, Inc. I understand that misrepresentation of personal information or history could result in termination or non-acceptance into the REC program. I also agree to inform the REC Director of any investigation, arrest, and/or conviction for any criminal offense following the date signed therein.

Signature _____ Date _____

Parent Signature (18 years old or younger) _____

Date Background Check Completed: _____ Staff Completing Check: _____

Staff Release of Liability

This is a Release and Waiver of Liability (the "Release") executed on this date, _____, by _____ (the "Staff"), and, if applicable, in conjunction with _____, the parent having legal custody or legal guardianship of the Staff, in favor of the Riverside Educational Center, Inc., a nonprofit corporation, its directors, officers, employees, and agents (collectively known as the "Riverside Educational Center"). The Staff desires to work for the Riverside Educational Center and engage in the activities related to being a Staff (the "Activities"). The Staff hereby freely, voluntarily, and without duress executes this Release under the terms below:

A. Release and Waiver.

Staff does hereby release and forever discharge and hold harmless the Riverside Educational Center and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which may hereafter arise from Staff's Activities with the Riverside Educational Center.

Staff understands that this Release discharges the Riverside Educational Center from any liability or claim that the Staff may have against the Riverside Educational Center with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Staff's Activities with the Riverside Educational Center, whether caused by the negligence of the Riverside Educational Center or its officers, directors, employees, or agents or otherwise.

Staff also understands that the Riverside Educational Center does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness.

B. Photographic Release.

Staff does hereby grant and convey unto the Riverside Educational Center all right, title and interest in any and all photographic images and video or audio recordings made by the Riverside Educational Center during the Staff's Activities with the Riverside Educational Center, including, but not limited to, any royalties, proceeds or other benefits derived from such photographs or recordings.

C. Staff Confidentiality

Staff acknowledges the confidential nature of responsibilities while working at and with the Riverside Educational Center. All information concerning the students of the REC is confidential and may be shared only with those working in an official capacity for the REC. The use of such information shall only be for the purpose of providing services to students and/or completing documentation tasks as assigned at the REC.

D. Other.

Staff expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Colorado, and this Release shall be governed by and interpreted in accordance with the laws of the State of Colorado. Staff agrees that in the event that any clause or provision of this release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

By signing below, the Staff and, if applicable, the parent/guardian, has read, understood, and executed this Release as of the date first written above.

Signature_____Date_____

Parent/Guardian Signature (18 years or younger) _____

Staff Code of Ethics

As a staff member of Riverside Educational Center, I agree to the following:

- To attend and complete training sessions before I begin working. To read and follow the guidelines in the employee manual.
- To arrive on time and be consistent in attendance. I will notify the program coordinator of my absence.
- To attend all staff meetings.
- To immediately report to the Executive Director any suspicions that a student is being abused or neglected.
- To use only appropriate touching and expressions of affection with students (handshakes, one arm hugs, and high-fives, pats on shoulder/upper back).
- To remember my role model status at all times and work to create a positive and respectful atmosphere focused on learning.
- To support and encourage our Positive Behavior Support with students. Discipline or behavior problems should be addressed by following guidelines set forth by the PBS system.
- To conduct appropriate conversations with my students that are both developmentally and emotionally appropriate.
- To always be in view of another adult when with any student.
- To not use, possess, or be under the influence of alcohol or illegal drugs during hours of operation.
- To communicate in a professional manner, both orally and written, with parents, students and teachers.

I have read and understand the Staffs Code of Ethics. I understand that any violation of the code of ethics may result in termination.

Signature_____Date_____