

HARNESSE HORSE YOUTH FOUNDATION
Summer Programs Teacher/Coordinator Job Application

(PLEASE PRINT)

GENERAL INFORMATION

Position(s) Applied For: <input type="checkbox"/> Summer <input type="checkbox"/> Office Other _____		Date of Application _____	
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-in <input type="checkbox"/> Job Service <input type="checkbox"/> Relative Other _____			
Last Name _____		First Name _____	Middle Name _____
Address _____		City _____	State _____ Zip Code _____
Telephone Number (s) _____		Social Security Number _____	
If no phone number is listed, how may we contact you? _____			

Have you ever worked under another name? Yes No
If yes, what was your previous name? _____

Are you under 18 years of age? Yes No

Have you ever filed an application with us before? Yes No
Date(s) _____

Have you ever been employed with us before? Yes No
Date(s) _____

May we contact your present employer? Yes No Not currently employed

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) Yes No

What schedule would you prefer to work: Full Time Part Time Temporary (summer)

Are you currently on "lay-off" status and subject to recall? Yes No

Date available to start work _____ Salary Expectations _____

EDUCATION:

	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree
High School				Yes / No
Undergraduate College				Yes / No
Graduate Professional				Yes / No
Other (Specify)				

SECURITY DATA:

Have you been convicted or pleaded guilty to a crime or other offense? Yes No

If Yes, please explain: _____

Are you currently on parole, probation, work release program, conditional release or serving a weekend sentence as a result of a conviction or guilty plea? Yes No

If Yes, please explain: _____

(A conviction is not an automatic bar to employment. The type, seriousness, frequency of violations, relevancy, work history, education and other circumstances will be considered.)

REFERENCES

Please provide the names of three business references who are not related to you. If you do not have any employment related references, please list individuals who can comment on your work skills.

Name	Phone Number	Years Known and in What Capacity
1.		
2.		
3.		

EMPLOYMENT EXPERIENCE

Start with the present or last job. Please include your last four employers or last seven years of work experience. Include any job-related military service assignments and volunteer activities. Please exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

EMPLOYER	Name		<u>Dates Employed</u> From To		Work Performed
	Address				
	Telephone Number(s)		<u>Salary</u> Starting Final		
	Job Title	Supervisor			
	Reason for Leaving				
EMPLOYER	Name		<u>Dates Employed</u> From To		Work Performed
	Address				
	Telephone Number(s)		<u>Salary</u> Starting Final		
	Job Title	Supervisor			
	Reason for Leaving				
LOYALTY	Name		<u>Dates Employed</u> From To		Work Performed

Address				
Telephone Number(s)		<u>Salary</u> Starting Final		
Job Title	Supervisor			
Reason for Leaving				
EMPLOYER	Name	<u>Dates Employed</u> From To		Work Performed
	Address			
	Telephone Number(s)		<u>Salary</u> Starting Final	
	Job Title	Supervisor		
	Reason for Leaving			

Please describe any special job-related skills and qualifications acquired from employment, other education or volunteer experiences, etc. Do not include experiences which would indicate race, color, creed, religion, sex, sexual orientation, national origin, marital status, Vietnam-era status, special disabled veteran status, status with regard to public assistance, membership or activity in a local commission, disability or age.

Use additional paper to answer the following questions.

1. Describe any physical problems which might limit you from lifting and other heavy labor?
2. Describe in detail your formal experience working with kids including age groups and activities as well as one of your favorite teaching activities.
3. Describe in detail your experience with Standardbreds including types of licenses held and former jobs.
4. If you were handed a very hot, sweaty horse who has been exercised strenuously on a very hot, humid day, please explain in detail how you would care for the horse in the next 2 hours.

5. List any traffic violations you have been given within the past 6 years.
6. Describe in detail your experience with driving a truck and trailer (including size and type of trailer, distances traveled, etc.)

Please read the following statements carefully, as they represent matters of importance to both you and Harness Horse Youth Foundation in connection with this application for employment:

I understand and agree that:

- 1) The information I have provided on this application is accurate to the best of my knowledge. Any misrepresentation or deliberate omission of any fact in my application, resume or any other materials will be justification for refusal of employment, or if employed, termination from Harness Horse Youth Foundation employment.
- 2) All jobs offers are conditional and may be contingent upon the successful completion of a pre-placement substance abuse test (urinalysis) and pre-placement physical evaluation.
- 3) Prior to the commencement of any employment, I will comply with the 1986 Immigration Reform and Control Act by providing appropriate documents establishing my identity and employment authorization for Harness Horse Youth Foundation review and completing the U.S. government Employment Eligibility Verification form.
- 4) Employment at Harness Horse Youth Foundation is at-will. This means that if Harness Horse Youth Foundation offers employment to me and I accept the offer, they may terminate my employment at any time for any reason with or without notice. No statement to the contrary is binding on Harness Horse Youth Foundation unless it is in writing and signed by an authorized Harness Horse Youth Foundation executive.

Signature of Applicant:	Date:
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Return this form and related information to
<p>Harness Horse Youth Foundation 16575 Carey Road, Westfield IN 46074 317-867-5877 phone; 317-867-5896 FAX; ellen@hhyf.org</p>