



## **SUMMER JOB APPLICATION**

**\*\*DEADLINE: FRIDAY, June 2<sup>nd</sup>, 2017 at 5PM\*\***

Work 10-20 hours/week on a flexible schedule that includes some weekends. We ask that you commit to 100 hours of employment during summer 2017. Pay rate is \$13.00/hr.

**No prior experience necessary.**

**CHALK will train you.**

Training will take place in the summer and into the fall semester of school

**Applicants must be:**

**18-24 years old AND a San Francisco resident**

*Incomplete applications will not be accepted. Please make sure you fill out this application thoughtfully and to the best of your ability.*

**Position: Afterschool Program Leader**

**Career Sector: Child Development/ Education:**

**Position Description:** The purpose of the program leader position is to staff afterschool programs, educating elementary and middle school aged youth. This job is ideal for someone interested in pursuing a career in education or child development. No experience necessary. We will train you.

**Afterschool Leader Responsibilities Include:**

- Coordinate and facilitate activities
- Provide tutoring and homework help
- Supervise children and ensure their safety
- Provide a safe and positive classroom environment
- Create and execute education based lesson plans

**Step 1: Complete the Application**

Be sure to answer all questions completely and thoroughly. If needed, feel free to use extra sheets of paper when answering questions.

**Step 2: Mail, drop off, fax or email the completed application to CHALK**

**Mail or drop off your application to:**

**CHALK**

**C/o Bianca Faddis**

**271 Austin Street**

**San Francisco, CA 94109**

**Or**

**Fax your application to:**

**Fax# 415-977-6950**

**Or**

**Email the application to: [faddis@chalk.org](mailto:faddis@chalk.org)**

**If emailing your application, only attach the application as a Microsoft Word Document.**

**If faxing your application, we encourage you to call the CHALK office to ensure your application was received.**

**DO NOT copy and paste the application into the body of the email.**

**If you have further questions on how to properly send an application as an attachment, call Bianca.**

**Application Deadline: Friday, June 2<sup>nd</sup> at 5:00pm**

**Questions?**

**Call Bianca at the CHALK office at 415-977-6949**

**Call between 9:00am and 5:00pm**

**Monday-Friday**

**For after hours: Call Bianca at 415-418-0214**

## Section I: Personal Information

Please print clearly throughout this application.

FIRST NAME	LAST NAME	NICKNAME (OPTIONAL)	DATE OF BIRTH

ADDRESS

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CITY	STATE	ZIP CODE

PRIMARY TELEPHONE NUMBER	SECONDARY TELEPHONE NUMBER

CURRENT HIGH SCHOOL / COLLEGE / GED PROGRAM / OR 'TRANSFERRING SCHOOLS'	CURRENT GRADE OR YEAR OF GRADUATION	AGE

**HOW DID YOU RECEIVE THIS JOB APPLICATION?** \_\_\_\_\_  
(ex: My case manager at "name" program):

**WHAT LANGUAGE(S) DO YOU SPEAK FLUENTLY?** \_\_\_\_\_

**WHAT LANGUAGE(S) DO YOU WRITE FLUENTLY?** \_\_\_\_\_

**IS THIS YOUR FIRST TIME APPLYING?**  Yes  No  
IF NO, HOW MANY TIMES HAVE YOU APPLIED (INCLUDING THIS APPLICATION)? \_\_\_\_\_

**ARE YOU CURRENTLY ON PROBATION?**  Yes  No

**PROBATION OFFICER NAME?** \_\_\_\_\_ **PHONE NUMBER:** (     )     -

**PROBATION OFFICER NAME?** \_\_\_\_\_ **PHONE NUMBER:** (     )     -

**PROBATION OFFICER EMAIL?** \_\_\_\_\_

**HOW LONG HAVE YOU BEEN ON PROBATION?** \_\_\_\_\_

**WHEN ARE YOU SCHEDULED TO GET OFF OF PROBATION?** \_\_\_\_\_

**DO YOU HAVE A CASE MANAGER?**  Yes  No

**CASE MANAGER NAME?** \_\_\_\_\_ **PHONE NUMBER:** (     )     -

**CASE MANAGER'S EMAIL?** \_\_\_\_\_

## Section II: Background Information

1. Please list any activities you are involved in at school, after school and/or in your community. Please mark "yes" if the activity is court ordered.

Activity	How long have you been involved?	Court ordered?

2. Have you ever held a job, interned or volunteered before?     Yes     No  
*If yes, please include information regarding your most recent job(s).*

	MOST CURRENT JOB	PREVIOUS JOB
Place of employment		
Address		
Telephone number		
Name of supervisor		
Dates of employment		
Briefly describe your job responsibilities		

### Section III: Short Answers

Please answer these questions to the best of your ability. Feel free to use the back of this page or attach a separate piece of paper for additional space. Remember to number your answers with the questions.

1. Keep it 100% **real**, what makes you want this job more than any other job?

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2. What barriers are you currently facing that getting this job can help you overcome?

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3. How do you feel about a position in which you would have to be a role model?

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4. If selected, you will be working with diverse groups of people. Many of these people may come from different backgrounds than your own. What experiences or skills do you possess that will prepare you to work effectively within diverse settings?

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5. Do you have any experience working with children? If so, please explain.

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