



## **ReSET Career Pathways Employment Application**

- Work 10-25 hours per week on a flexible schedule
  - Pay Rate \$16.50 per hour

**We are hiring for 20 positions in....**

Entry level positions in Child Development Education:

*After School Program Leaders*

*Teacher Assistants*

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**APPLY NOW**

**DEADLINE: Wednesday May 29, 2019 AT 5PM**

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No Prior Experience Necessary!

CHALK Will Train You!

## Reset Career Pathways - Child Development Education (CDE)

### Qualifications:

- SF Resident     Ages 18 to 24     Minimum of 6 month commitment     Interest in CDE

Position Description: Work with children between the ages of 5 to 15 years old in an educational setting. You are responsible for staffing afterschool program sites and supervising children, including engaging them in capacity building activities and assisting them with their school assignments. This position is ideal for anyone interested in pursuing a career in child development and/or education. This position is also ideal for students.

### Afterschool Leader Responsibilities:

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

*There is no experience necessary for this position – you will receive on the job training.*

***If you are selected, you are required to take part in paid case management, career coaching and job readiness and life skills training.***

**APPLY FOR THIS POSITION**

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### STEP 1: Complete the application

Please answer all of the questions to the best of your ability – the more detail the better. Feel free to attach a separate piece of paper if needed. If you do, remember to number your answers to correspond with the questions.

### STEP 2: Submit your application

*Mail, Fax, Email or Drop Off your application*

*MAIL or DROP OFF:*  
**CHALK**  
**ATTN: Amparo Perez**  
**271 Austin St**  
**San Francisco, CA 94109**

*FAX:*  
**ATTN: Amparo Perez**  
**415. 977.6950**

*Email:*  
**INFO@CHALK.ORG**

Attach your application as a Microsoft Word Document or PDF – do not copy and paste the application into the body of the email.

### STEP 3: Verify Submission of Application

Due to the high volume of applications, we encourage you to call us and verify that we have received your application.

To verify that we have received your application or for any other information, please feel free to call our CHALK office Monday through Friday between 9am and 4pm

***415. 977.6949 – ask for Amparo Perez***

### STEP 4: Wait for our call to set up an interview

Everyone that submits a completed application will be called for an interview.

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*Application Deadline – Wednesday May 29th at 5pm*

**NO EXCEPTIONS**

*We encourage you to not wait for the last day to apply to ensure your application is accepted.*

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**Section I: Personal Information**

FIRST NAME:	LAST NAME:	DATE OF BIRTH:	AGE:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CONTACT NUMBER:

<i>Primary</i>	<i>Secondary</i>
(     ) _____ - _____	(     ) _____ - _____

EMAIL:

ADDRESS:

SCHOOL ATTENDING: <i>High School/College/GED Program/Vocational Training</i>	GRADE:
<input type="text"/>	<input type="text"/>

What language(s) do you speak fluently: \_\_\_\_\_

Does this include reading and writing?  YES  NO

Is this your first time applying with us?  YES  NO *How many times have you previously applied?* \_\_\_\_\_

Are you receiving services from any other organizations and/or programs?  YES  NO

If so, which: \_\_\_\_\_

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Do you have a Case Manager or Social Worker?  YES  NO

If so, what are their names and from what organization are they from? \_\_\_\_\_

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**Section II: Background Information**

Please list any extracurricular activities that you are involved in either in school or in your community

Activity	How long have you been involved?	Are you currently involved?
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO

Do you have prior work experience – have you ever had a job before?    YES    NO

If yes, please include information on your most recent job(s)

	Most Current Job	Previous Job
Place of employment		
Dates of employment	Start Date & End Date How long did you work there?	Start Date & End Date How long did you work there?
Brief description of job responsibilities		

**Section III: Short Answers**

**Please answer all of the following questions to the best of your ability – the more detail the better. Feel free to attach a separate piece of paper if needed. Remember to number your answers to correspond with the questions.**

1. How would you describe your community or neighborhood and is there anything you would like to change about it?

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2. What is the biggest obstacle you are currently facing? Explain.

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3. What motivates you when you are on the verge of giving up? Explain.

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4. Do you have any unique skills, talents, or life experiences that make you stand out?

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5. Is there anything else that you want us to know about you? Use this space to write anything you would like us to know.

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***Congratulations!***  
**You have completed the CHALK Programs Application.**