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2021 Summer Academy Instructor Assistant Registration Form

**Job Description**

Summer Arts Camp is an 8-week, all day program. This year will be themed around gardening. Spring Academy runs throughout the Columbus City Schools summer recess, June 14 to August 6, from 9 am-4 pm.

We'll serve youth, also known as King’s Kids, ages 5-13. Your role will be to care for the King’s Kids in the program, facilitate some of the day to day activities, create programming and a safe and fun environment for the staff, the King’s Kids, and their families. At the end of the camp, we will have a program arts finale for the families and the community.

The King Arts Complex is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from considering for employment on a basic prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.  
 If you’re interested in working as an instructor in our youth programs, please fill out the form below and send it to Hellen Corder at [hcorder@kingartscomplex.com](mailto:hcorder@kingartscomplex.com).

If you have any other questions, please call (614) 645-5464 or email at [hcorder@kingartscomplex.com](mailto:hcorder@kingartscomplex.com). This is a paid opportunity. If you are interested in the position, please fill out the application below by June 9, 2021. Thank you in advance. We look forward to hearing from you.

**Instructor Information**

Application Filing Date:

Name:

Street Address: City:

State: ZIP Code:

Cell: Email:

**EMERGENCY CONTACT INFORMATION**

Name: Relationship:

Cell: Work Phone

Email:

*Address (if different from above)*

Street Address: City:

State: ZIP Code:

**If available, please provide a secondary contact:**

Name: Relationship:

Cell: Work Phone

Email:

*Address (if different from above)*

Street Address: City:

State: ZIP Code:

**Basic Information**

1. Do you have reliable transportation to and from work? (Y/n)
2. Have you ever worked for the King Arts Complex before? (Y/n)
   1. If yes, when?
3. Do you have any friends, relatives, or acquaintances working at the King Arts Complex? (Y/n)
   1. If yes, state their name and your relationship
4. Are you 18 years of age or older? (Y/n)
5. Are you a citizen approved to work in the United States? (Y/n)
   1. If yes, can you provide documentation as proof of citizenship or legal status? (Y/n)
6. Do you have any condition which would require job accommodations? (Y/n)
   1. If yes, describe the accommodations
7. Have you ever been convicted of a criminal offense (felony or misdemeanor)?

(Y/n)

* 1. If yes, please provide the nature of the crime(s), when and where convicted, and the disposition of the case:

**Job Skill/Qualifications**

*Note: The King Arts Complex complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible employees to perform essential functions.*

1. Please list below the skills and qualifications you possess for the position for which you are applying.
2. What are your strengths in working with youth? Give detail in what programming can be created from your strengths, if any.
3. What are your opportunities (room for growth) in working in childcare?
4. What steps would you take to calm a child down?
5. How would you respond to a bullying incident between the youth?
6. How would handle a situation with an irate guardian?

**Education and Training**

High School Name:

Location (City, State and ZIP Code):

Year Completed:

College/University Name:

Location (City, State and ZIP Code):

Year Completed:

Degree Earned:

Vocational School/Specialized Training:

Location (City, State and ZIP Code):

Year Completed:

Degree Earned:

Do you have any certifications? If so, please list them:

Are you CRP certified? (Y/n)

Have you had a background check within the past year? (Y/n)

Have you worked with the King Arts Complex before? (Y/n)

If yes, when?

**Previous Employment**

Employer #1 Company Name and Phone:

Dates employed: to

Job Title:

Supervisor Name:

Employer Street Address:

City: State: ZIP Code:

Reason For Leaving:

May we contact this employer? (Y/n)

Employer #2 Company Name and Phone:

Dates employed: to

Job Title:

Supervisor Name:

Employer Street Address:

City: State: ZIP Code:

Reason For Leaving:

May we contact this employer? (Y/n)

**References**

Reference #1 Name:

Phone:

Reference #2 Name:

Phone:

Reference #3 Name:

Phone:

\*Attach a resume and cover letter (Optional)