



## APPLICATION FOR A POSITION WITH PAYETTE LAKES COMMUNITY ASSOCIATION

Address: PO Box 891, McCall, Idaho 83638 Phone: 208 - 315 -0933

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name \_\_\_\_\_

Telephone (home): \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Length of time at above address \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (optional)

SS# Number: \_\_\_\_\_ Driver's License Number (State) \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Have you previously worked for PLCA? Yes \_\_\_ No \_\_\_ If yes, how many years \_\_\_\_\_

Where and what position: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone # \_\_\_\_\_

### EDUCATION (Circle last year completed)

High School 9 10 11 12 School Name \_\_\_\_\_

College 1 2 3 4 College Name \_\_\_\_\_

Advance / Masters Degrees \_\_\_\_\_

Job Related Education / Certificates \_\_\_\_\_

Describe your experience, training, or education related to working with youth:

List Community organizations/activities in which you have participated:

List your hobbies, skills, and interests that can be shared with youth:

Describe any first aid training current or expired:

What sports do you enjoy or have you participated in:

**Previous volunteer/employment experience: (three of the most recent)**

<i>Employer/Organization</i>	<i>Position Title/Major Responsibilities</i>	<i>From Mo/Yr to Mo/Yr</i>

**Payette Lakes Community Association takes seriously its obligation to provide a safe atmosphere for all persons involved in youth activities. Child abuse and neglect is of increasing concern to everyone. The purpose of disclosure is to protect the children we work with. It is not our intent to discourage volunteers - PLCA depends on your support. We do wish, however, to assure the well-being of youth participants.**

**1. Have you or anyone living at your current or previous residence ever been convicted of any crime against any person, child, or vulnerable adult under federal law or the law of any state or foreign country? Such crimes include but are not limited to: assault, aggravated assault, battery, hazing, injury to children, sexual exploitation, lewd conduct, sexual battery, disseminating obscene material to or about minors, murder, manslaughter, kidnapping, rape, or any sex-related crime.**

No \_\_\_\_\_ Yes \_\_\_\_\_ If Yes, explain below, include where and when

**2. Have you ever been found in any dependency action to have sexually assaulted or exploited any minor or to have physically abused any minor? No \_\_\_\_\_ Yes \_\_\_\_\_ If Yes, explain below, include where and when**

**3. Have you ever been found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor? No \_\_\_\_\_ Yes \_\_\_\_\_ If Yes, explain below, include where and when**

**4. Have you ever been denied the opportunity to work with minors or vulnerable adults?**

No \_\_\_\_\_ Yes \_\_\_\_\_ If Yes, explain below, include where and when

**If yes to any of the above, please give date, nature of the offense, disposition, and any further explanation you would like to provide in the space provided.**

References: List three persons, not related to you, who have a definite knowledge of your qualification. Please provide complete mailing addresses and telephone numbers.

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

❖ The following questions are *optional* to gather statistics to comply with non-discrimination requirements:

Are you of Hispanic Ethnicity? (Check only one)

Yes     No

What is your Racial Group(s)? (Check all that apply)

White    Black    American Indian/Alaskan Native    Asian    Pacific Islander    Other \_\_\_\_\_

❖ Residence (Check One):  Farm (main source of income)  Rural Town/ City under 10,000 in population

❖ Does a family member have any military affiliation?  Yes    No

❖ I give permission to use any photograph from a McCall After School event for any publicity purpose including, but not limited to, advertising and marketing.    Yes    No

I CERTIFY THAT ALL ANSWERS GIVEN BY ME ARE TRUE, ACCURATE AND COMPLETE, I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACT ON THIS APPLICATION (OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS) WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OF IMMEDIATE TERMINATION OF EMPLOYMENT, REGARDLESS OF WHEN OR HOW DISCOVERED.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employee from all liability that might result from making an investigation.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

APPLICATING SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## CODE OF CONDUCT FOR EMPLOYEES OF THE PAYETTE LAKES COMMUNITY ASSOCIATION

Idaho families and youth trust the Payette Lakes Community Association to provide affordable educational programs in a safe environment for all participants. The opportunity to participate in and/or work with **the McCall After School Program** is a privilege and honor, not a right. Volunteers are to be positive role models. The following Code of Conduct has been established as the foundation for all individuals participating in Payette Lakes Community Association's programs, like Summer Sensations, and the McCall/Donnelly After School programs.

**All Program Instructors are expected to:**

- Work with youth, families, volunteers and supervising personnel in a cooperative, courteous, respectful manner demonstrating good sportsmanship and appropriate behaviors.
- Accept supervision from School and PLCA personnel and cooperate with other students.
- Maintain open, honest communication with parents, School & PLCA personnel.
- Uphold every individual's right to dignity, appropriate self-expression, and individual development.
- Refrain from verbal or physical abuse of others and report such abuse, if observed. Any actions, such as conviction for child abuse or neglect, violent crimes, unethical behavior, substance abuse, verbal abuse, physical abuse, mismanagement of program funds, or other serious offenses will not be tolerated.
- Respect, adhere to, and enforce the rules, policies and guidelines established for the PLCA programs and the School District.
- Promote the spirit of inclusion and welcome participation of other individuals from all backgrounds.
- Refrain from consuming alcoholic beverages, use of tobacco products and/or a controlled substance at School and PLCA events and activities. Being under the influence of alcohol or illegal drugs during McCall After School programs or activities is a reason for dismissal.
- Inform School and PLCA personnel of any incidents that may violate School or PLCA policies.
- Operate vehicles, and other equipment in a safe and responsible manner when working with youth and adults participating in PLCA's development or our After School programs.
- Comply with all applicable laws of the city, county, and state of residence and/or location of PLCA and the McCall After School activities.
- Handle all concerns regarding local/area PLCA and McCall After School programs management internally

Violating of the Code of Conduct shall be grounds for action up to or including immediate removal from the After School activity/program and termination. Decisions regarding immediate removal, suspension or termination will be made by the Board of Directors of Payette Lakes Community Association.

***I have read, understand and agree to abide by these Codes of Conduct.***

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Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

***Completed signatures certify that the Applicant is eligible to participate fully in PLCA Activities and McCall After School program.***

The Payette Lakes Community Association is an equal opportunity/affirmative action employers & educational organization. We offer programs to persons regardless of race, color, national origin, gender, religion, sexual orientation, or disability. Reasonable accommodations will be made for persons with disabilities and special needs who contact George Pool at least 5 days in advance at PO Box 1118, McCall, ID 83638 or 634-3418.