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STAFF APPLICATION

Name: _____ Date of application: _____
 Address: _____ Home Phone: _____
 Cell Phone: _____ E-mail: _____

EDUCATION EXPERIENCE

School	Address	Degree/Diploma

EXPERIENCE WORKING WITH CHILDREN

School/Organization	Employer Name & Address	Responsibilities/Duties	Reason For Leaving

PROFESSIONAL (At least two) AND PERSONAL REFERENCES (Not relatives)

Name	Address	Work Phone	Title	Years Known

Please feel free to attach a résumé and/or a summary of any additional information necessary to describe your full qualifications, interests, why you wish to work with children in this type of environment and why you would be an asset to the program.

LEGAL QUESTIONS/ NOTIFICATION (please attach additional information if necessary)

Have you ever been discharged or asked to resign from a prior position?	___ YES ___ NO
<i>If yes, please explain:</i> _____	
Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?	___ YES ___ NO
<i>If yes, please explain:</i> _____	
Have you ever been discharged from military service other than honorably?	___ YES ___ NO
<i>If yes, please explain:</i> _____	
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
Have you ever been convicted of, found guilty of, pled guilty to, or currently charged with any misdemeanor other than traffic offenses?	___ YES ___ NO
<i>If yes, please explain:</i> _____	
Have you ever been convicted of, found guilty of, pled guilty to, or currently charged with any felony?	___ YES ___ NO
<i>If yes, please explain:</i> _____	
Have you ever been arrested for and/or convicted of a crime involving drugs, sex or violence?	___ YES ___ NO
<i>If yes, please explain:</i> _____	
<p>An affirmative answer will not necessarily disqualify you from employment. Rather all pertinent information will be considered on a case-by-case basis to determine whether the nature and time of the offense (or alleged offense) are manifestly inconsistent with the duties of the position sought.</p>	

NOTICE TO APPLICANT

Please read the following information, placing your initials in the box as each section is read to indicate that you agree with and understand each statement. Please sign the bottom of this page.

- I understand that submitting this application, the granting of an interview (if any), testing administered during the interview (if any) and information conveyed during an interview DO NOT CREATE AN EMPLOYMENT RELATIONSHIP between *Mohr's Explorers, LLC* and me.
- With the understanding that falsification, misrepresentation or material omission of any information furnished on this application is grounds for the rejection of this application or dismissal after my employment (if I am hired), I certify that all such information is true and complete to the best of my knowledge, that I have personally completed this application and I hereby authorize agents of *Mohr's Explorers, LLC* and those acting in accordance with its direction to investigate same.
- Further, I fully understand that, should *Mohr's Explorers, LLC* choose to hire me, I have a professional responsibility to read and become familiar with the employee handbook and to make every attempt to follow the policies and procedures contained therein. I also understand that I am to abide by all rules and regulations of the company.
- EMPLOYEE AUTHORIZATION TO RELEASE RECORDS:** *Mohr's Explorers, LLC* has my authorization to thoroughly investigate my work and personal history. I understand that any such investigation may include, but need not be limited to, an inquiry to any law enforcement agencies; I accordingly agree to cooperate promptly and fully during the application process in being fingerprinted and otherwise in completing and signing all forms required for any such inquiry, and I acknowledge that my failure to cooperate shall cause the rejection of my application. Further, I hereby give my permission to any law enforcement agencies, as well as any and all other persons and entities who might have knowledge concerning information that I have provided on this form, to disclose to agents of *Mohr's Explorers, LLC* and those acting in accordance with its direction all pertinent information in their possession (except to the extent that I have expressly stated otherwise on this form), and I release those so requesting, receiving and providing that information, and their respective agents and principals, from any and all liability in connection therewith to the full extent permitted by law, and I voluntarily authorize *Mohr's Explorers, LLC* to contact any references whose names I have submitted. I understand that any information supplied by me, regarding my employment history, education (including an authorization to release transcripts, if necessary), credit history, criminal history, medical and professional licensing, motor vehicle record(s), residence history and references will be utilized as part of the processing procedures. A background check will be conducted to verify the veracity of the information submitted and will be utilized to develop information concerning my character, general reputation, personal characteristics and mode of living. I will hold no person liable for giving or receiving information in this investigation. I hereby authorize any and all agents of *Mohr's Explorers, LLC* to make a thorough check of my past employment, education and activities. I voluntarily release *Mohr's Explorers, LLC* and all persons, companies and corporations providing and supplying that information from any liability and claims relating to the use of information obtained. I release and indemnify *Mohr's Explorers, LLC* and any and all agents of *Mohr's Explorers, LLC* against any liability that might result from making such background checks. A copy of this form is as valid as the original.

The following information is used for identification and statistical purposes and is necessary to perform employee background checks. It is not used in any manner considered discriminatory under EEOC guidelines.

Date of Birth _____ **Social Security Number** _____

Signature of Applicant

Name of Applicant (please print)

Date

IT IS THE POLICY OF MOHR'S EXPLORERS, LLC THAT THE BEST-QUALIFIED APPLICANT SHALL BE SELECTED FOR EACH POSITION WITHOUT REGARD TO RACE, COLOR, RELIGION, ETHNIC/NATIONAL ORIGIN, AGE, GENDER, SEXUAL ORIENTATION, PHYSICAL OR MENTAL IMPAIRMENT, MARTIAL STATUS OR ANY OTHER CHARACTERISTIC PROTECTED BY APPLICABLE STATE, FEDERAL OR LOCAL LAWS.

ADDITIONAL INFORMATION

The following questions are a very important part of the application process. Please reflect upon them carefully and give your candid responses to each of the questions below. You may write on the back, if necessary.

1. What are two or three of your most important reasons for wanting to be an after-school program assistant?

2. In your previous work experiences, in what ways have you been most helpful to your employer?

3. How do you feel about supervisors who have extremely high expectations of you?

4. How much do you want to know about the children in order to be most helpful to them?

5. What would you do if you lost order with a group of children?

6. How would you react if you warned a child about his/her behavior and then had to follow through?

7. Under what circumstances should you come into physical contact with a child?

8. Is there anything in your background that would embarrass *Mohr's Explorers*?