



# The Hub585

Date: \_\_\_\_\_

## Application for Employment

We appreciate your interest in the Summer of Hope program at The Hub585. The Hub585 is an equal employment opportunity employer. The Organization's policy is not to discriminate against any applicant or employee, intern, volunteer, etc., based on race (including traits historically associated with race, such as hair texture and protective hairstyles), color, creed, religion (including wearing attire, clothing or facial hair in accordance with the tenets of religion), sex (including pregnancy, childbirth or related medical conditions and transgender status), gender identity or expression, reproductive health decisions, familial status, national origin, physical or mental disability (including gender dysphoria and being a certified medical marijuana patient), genetic information (including predisposing genetic characteristics), age (18 and over), veteran status, military status, sexual orientation, marital status, certain arrest or conviction records, domestic violence victim status, and any other status protected by applicable federal, state or local laws. The Hub585 also prohibits harassment of applicants for employment or employees, interns, volunteers, etc., based on any of these protected categories. It is the Organization's policy to comply with all applicable federal, state and local laws respecting consideration of unemployment status in making hiring decisions.

The Hub585 offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request an accommodation at any time. Applicants who require reasonable accommodation during the application process may contact the Executive Administrative Assistant at 585-261-0583 or [fphelps@thehub585.org](mailto:fphelps@thehub585.org).

Smoking is prohibited in all indoor areas of The Hub585 unless designated smoking areas have been established by a particular location in accordance with applicable state and local law.

### Personal Information

Name:				Telephone:	
	<i>First</i>	<i>M.I.</i>	<i>Last</i>		
Present Address:					
	<i>Street, City, State and Zip</i>				
Email address:					

If under 18 years of age, do you have a work permit?  Yes  No

Are you legally authorized to work in the United States?  Yes  No

Will you now or in the future require sponsorship for employment visa status (e.g. H-1B status)?  Yes  No

\*In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required I-9 employment eligibility verification document form upon hire.

### Employment Desired

Position(s) applied for:		Date you can start:	
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Have you previously worked for or applied for a position with The Hub585, in any of our locations either as an employee or through an employment agency?  Yes  No



When:		Supervisor:	
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Reason for leaving:	
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**General Information**

Are you related to or in a close personal relationship with anyone now employed at The Hub585? (An answer of "Yes" will not automatically disqualify you from the position for which you are applying.)  Yes  No

If yes, state name(s) and their work location:	

Are you available to work weeknights?  Yes  No

Are you available to work weekends?  Yes  No

**Referral Information**

How did you learn about TheHub585?

Source	List Name of Referring Employee or Source (if applicable)
<input type="checkbox"/> Current Employee	
<input type="checkbox"/> Social Media	
<input type="checkbox"/> LinkedIn	
<input type="checkbox"/> Organization website	
<input type="checkbox"/> Other	

**Work or Volunteer Experience**

List any work or volunteer experience (starting with the most recent) you may have related to other camps or children's programs. You may attach additional sheets of paper.

Dates Employed:	Employer #1 Information:
From:	Name of Employer:
	Address:
To:	Job Title:
	Name of Supervisor:
	Phone Number:

Briefly describe your job duties and work experience:

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Reason for Leaving:

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Dates Employed:	Employer #2 Information:
From:	Name of Employer:
	Address:



To:	Job Title:
	Name of Supervisor:
	Phone Number:

Briefly describe your job duties and work experience:

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Reason for Leaving:

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**Education**

Highest Grade Completed by the beginning of camp:

Grade School	High School	GED	College
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4

Name of last school attended:	
Degree Obtained:	

Relevant licenses or certifications: (Examples: first aid, lifeguard, etc.)	
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**Job-Related Skills and Qualifications**

Please list any certifications you have that are relevant to camp (first aid, lifeguard, etc.)

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Please list any skills you have that could be helpful at camp (examples: fire building, storytelling, etc.).

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Do you sing or play any musical instruments? If so, please list them and how long you have played.

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What hobbies or activities do you enjoy that you could share with the campers (examples: sports, photography, crafting, etc):

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Are you willing to learn any of these new skills (listed above) for camp? If so, which ones?

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**Thought Questions**

What do you think are the top three qualities everyone who works with kids must have and why?




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You notice a camper has become very disruptive or upset and requires a lot of your time. How would you manage this situation while ensuring your other campers were adequately cared for?

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Why do you want to work at the Hub585 with the Summer of Hope program?

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**Professional References**

Please give the names of three persons not related to you, whom you have known professionally at least three years. Examples may include a supervisor, manager, teacher, professor, or other school administrators.

Name	Email Address	Telephone	Years Known

May we contact your present employer at this time?  Yes  No

**Additional Employment Inquiries**

**\*If applying for a position that will include driving:**

If hired, can you provide a valid driver's license?  Yes  No

If hired, can you provide evidence of insurance or insurability, if applicable?  Yes  No

**Applicant's Statement**

**THIS APPLICATION IS NOT COMPLETE UNTIL IT IS FULLY COMPLETED, SIGNED AND ALL STATEMENTS BELOW HAVE BEEN READ AND INITIALED.**

Initial: \_\_\_\_\_ I certify that all the information furnished on this application and during the application process is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts called for may result in refusal to hire or, if hired, may result in my dismissal at any time regardless of when the false answer or omissions are discovered.

Initial: \_\_\_\_\_ I recognize that this employment application is not an offer of employment. I agree that if I am hired by the Organization, I will be an at-will employee, meaning that either the Organization or I may end the employment relationship at any time with or without cause or notice. I understand that only the Executive Director of the Hub585, and no manager, supervisor, or other representative of the Organization, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the at-will employment relationship, and with respect to any agreement entered into by the Executive Director of the Hub585, any such



agreements must be in writing and signed by the Executive Director of the Hub585 and by me or my authorized representative.

Initial: \_\_\_\_\_ I further understand and agree that, except for my at-will employment status, if hired, my wages, hours, working conditions, job assignment(s), and compensation rate(s) will be subject to change by the Hub585.

Initial: \_\_\_\_\_ I understand that if I am offered employment, I may be required to sign a non-solicitation and nondisclosure agreement, as a condition of the employment.

Initial: \_\_\_\_\_ I understand that the Organization may share the information contained in this application with other Organization employees for employment and administrative purposes and hereby consent to such transfer.

Initial: \_\_\_\_\_ I hereby authorize, to the extent allowed by applicable federal, state and local laws, the Hub585 to conduct its own investigation of my references, employment history and education and, further, authorize the references and prior employers I have listed to disclose to the Organization information related to my employment history and qualifications for the position for which I am applying, without giving me prior notice of such disclosure.

Initial: \_\_\_\_\_ I understand and expressly agree that if employed by the Organization, storage areas provided for me (locker, desk, etc.) are open to investigation by the Organization without prior notice to me.

Initial: \_\_\_\_\_ I understand that the Organization may not ask or require applicants to disclose past salary, wages or other compensation.

**My signature below certifies that I agree to be bound by the terms and conditions stated in this application, which contains all the understandings between the Organization and me concerning the topics addressed herein and supersedes any prior inconsistent understandings between the Organization and me on such issues.**

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_