

**Conshohocken Rowing Center
Application for Employment**

Conshohocken Rowing Center (CRC) is an Equal Opportunity Employer and considers all applications without regard to race, sex, color, religion, ancestry, national origin, age, disability, veteran status or any other classification protected by law. Conshohocken Rowing Center will also make reasonable accommodations to disabled applicants, upon request, as part of the application process.

APPLICANT INFORMATION

Last Name:		First Name:		Middle Initial:
Number and Street:	Apt.	City:	State:	Zip:
Are you under 18? If yes, give birth date: Yes No		Telephone Number (including area code):		
Type of Position Desired:	Location of Position:		Full-time	Part-time
			Seasonal	Summer
Referred by:	Email Address:		Earliest Start Date:	

EDUCATIONAL BACKGROUND

Name of School	Location	Did you Graduate?	Diploma/Degree	Major
High School/GED		Yes No		
College		Yes No		
Post Graduate		Yes No		
Other		Yes No		

Do you know anyone who currently works at CRC or an affiliate? Yes No

If so, please list their name(s) and position(s) and indicate how you know them: _____

Have you ever been employed by CRC in the past, either directly or through a temp or placement agency? If yes, include that on employment history information on the next page. Yes No

Yes No **Have you ever been accused of, investigated, or disciplined (including suspended, expelled, dismissed or terminated, non-renewed, asked to resign) for misconduct at a prior educational institution or employer, either as a student or employee?** For purposes of this question, the term "misconduct" means any conduct that violated policies of the institution or employer, including, without limitation, sexual harassment and other forms of discrimination and harassment, sexual misconduct or abuse, or other inappropriate behavior. You should answer "yes" to this question if you were accused of, or investigated for, misconduct, and voluntarily withdrew, resigned, separated or departed from the institution or employer, even if you did so prior to a final determination.

Yes No **Have you ever had a license, professional license or certificate suspended, surrendered or revoked while allegations of misconduct were pending or under investigation, or due to an adjudication or findings of misconduct?**

If you answered “Yes” to either of the above questions, please provide additional details including a description of the misconduct, the name of the institution or employer, and the outcome of the case, including whether you withdrew or departed with allegations pending, or whether the case was finally resolved, as well as the final determination and discipline (if any): _____

CRC reserves the right to deny or terminate employment based on an applicant’s failure to comply with the above provision or in the event that adverse information is obtained from the above responses and/or professional references.

PROFESSIONAL REFERENCES

List all periods of employment, including military service, for the last ten years (or last four employers – whichever is longer). Start with your most recent positions and note any periods of unemployment.

Most Recent (or Current) Employer:	Date (Mo./Yr.) From To:	Current or last position title:
Address:	Immediate Supervisor:	Telephone:
Duties:	Reason for Leaving:	
If this is your current employer, may we contact them now?		
Did you have direct contact with children in this role?*		
Former Employer:	Date (Mo./Yr.) From To:	Last position title:
Address:	Immediate Supervisor:	Telephone:
Duties:	Reason for Leaving:	
Did you have direct contact with children in this role?*		
Former Employer:	Date (Mo./Yr.) From To:	Last position title:
Address:	Immediate Supervisor:	Telephone:
Duties:	Reason for Leaving:	
Did you have direct contact with children in this role?*		
Former Employer:	Date (Mo./Yr.) From To:	Last position title:
Address:	Immediate Supervisor:	Telephone:
Duties:	Reason for Leaving:	
Did you have direct contact with children in this role?*		

*Direct contact with children is defined as the possibility of care, supervision, guidance or control of children or routine interaction with children, where a child is a person under the age of 18.

OTHER REFERENCES

Other than through the professional references listed above, have you had direct contact with children (as defined above) through any current or former volunteer or community organizations?

If yes, please list the organization(s): _____

OTHER QUALIFICATIONS AND SKILLS

List any other schooling or training which may relate to the your qualifications to work with youth or participate in a rowing or coaching program. Please include any job related certificates or licenses, including professional license, you hold. _____

CERTIFICATION, AUTHORIZATION AND AGREEMENT

I certify that the information given on this application is accurate and complete to the best of my knowledge, and that I have not knowingly withheld any information. I fully understand that CRC may choose not to hire me or may dismiss me from employment if I am found to have misrepresented any information in this application. I authorize CRC to verify all information contained in this application. I understand and agree that any offer of employment CRC may make to me (and if I am hired, my continued employment) will be contingent upon my continued authorization to work in the United States.

I agree to abide by all present and subsequently issued personnel policies and rules. I understand that CRC may, at any time, make unilateral changes in any of its policies, practices, rules, procedures, compensation and benefits.

I understand that if I am hired, there is no guarantee of employment for any designated term. I understand that if I am employed by CRC, my employment is "at will", and that I or CRC may terminate the employment relationship at any time, for any reason, with or without notice. Only the Executive Director of CRC is authorized to enter into an agreement that modifies the foregoing terms, which agreement must be in writing and signed by the Executive Director.

I attest that I have read CRC's Sexual Harassment and Child Abuse Prevention Policy, understand its contents, and will adhere to its provisions.

I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE.

Signature _____ Date _____

SUPPLEMENT FOR POSITIONS THAT INVOLVE DIRECT CONTACT WITH MINORS

I understand that I am required to obtain the below clearances and that my employment is conditioned upon proof of the required background clearances. I also understand that I am required to renew all clearances annually.

- **FBI Background Check** (fingerprint-based federal criminal history submitted to the FBI through the Pennsylvania State Police or an authorized agent of the Pennsylvania State Police)
- **Pennsylvania Criminal Background Check** (report of criminal history from the Pennsylvania State Police)
- **Pennsylvania Child Abuse History** (from the Department of Human Services)

Employees who have direct contact with minors include those individuals who are responsible for the welfare of a child; provide or have the possibility of providing care, supervision, guidance or control of children; have routine interactions with children; or have contact with a child or children that is regular, ongoing and integral to their responsibilities. In terms of the duration and frequency of contact, routine contact is described as ten (10) or more hours or five (5) or more distinct contacts in the course of a twelve-month period.

I understand that I will need to complete two forms of training in the identification and prevention of child abuse and neglect before I am able to have contact with minors:

- **U.S. Center for SafeSport**
<http://safesport.rassmantech.webfactional.com/training-and-education/training-and-education-services/> (90-minute online course with a refresher course to be completed annually); and,
- **Commonwealth of Pennsylvania-approved mandatory reporter training**
This training may be completed online through one of the three trainings available at <http://keepkidssafe.pa.gov/resources/training/index.htm>, through training provided by CRC, or by providing verification that this training has been completed through the Employee's full-time employer (if not CRC).

I agree to complete an ADDENDUM A for all current and former employers and organizations. I permit all current and former employers and organizations to release information to CRC so that they may answer following questions as part of my application for employment at CRC:

1. Was the applicant the subject of an abuse or sexual misconduct investigation by any employer, state licensing agency, law enforcement agency or child protective services agency (unless the investigation resulted in a finding that the allegations were false)?
2. Was the applicant disciplined, discharged, non-renewed, asked to resign from employment, resigned from or otherwise separated from employment while allegations of abuse or sexual misconduct were pending or under investigation or due to adjudication or findings of abuse or sexual misconduct?
3. Has the applicant had a license, professional license or certificate suspended, surrendered or revoked while allegations of abuse or sexual misconduct were pending or under investigation or due to an adjudication or findings of abuse or sexual misconduct?

I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE.

Signature _____

Date _____