

**Visual Arts Assistant
(Summer position)**

- OPENING DATE:** April 3, 2009
- CLOSING DATE:** Until the needs of the City are met.
- ESSENTIAL JOB FUNCTIONS:**
- Assist in providing visual arts activities to children, ages 7-12.
 - Assist with preparation for classes and for end-of-session exhibition.
 - Collaborate with program team to plan and safely to conduct age-appropriate activities.
 - Apply and reinforce proactive classroom management strategies for working with participants and volunteers.
 - Assist with supervising youth participants.
 - Assist in maintaining teaching space, reporting problems, cleaning, and ensuring safety.
 - Assist with preparing teaching area: lifting and carrying tables, chairs, teaching equipment, and audio/visual equipment.
 - Attend team meetings and preparation sessions.
- HOURLY WAGE:** \$8 per hour; 22-25 hrs/week
- EXPERIENCE AND TRAINING:** Coursework and participation in visual arts programs is desirable. Volunteer work or experience with school age children beneficial. Related volunteer experience preferred.
- APPLICANT REQUIREMENTS:** Must be 16 years of age or older. Must have reliable transportation. Must be able to attend pre-session training meeting. Must be able to work **both sessions** on all dates and times listed below.
- Requires successful completion of required selection process, successful completion of background investigation, and verification of identity and work authorization.
- APPRENTICE SCHEDULE:**
- Pre-session:** Week of May 25th, specific dates to be coordinated with instructors.
- Session I:** 4 weeks: June 1- June 25, 2009
Mondays-Thursdays, 12:30-5:30pm.
Exhibition opening Thurs. June 25, 6-9 p.m.
- Session II:** 4 weeks: June 29- July 23, 2009
Mondays-Thursdays, 12:30-5:30pm
Exhibition opening Thurs. July 23, 6-9 p.m.

Return applications to Cultural Services, Edna Vihel Center for the Arts, 3340 S. Rural Road, Tempe, AZ 85282.

A separate application must be completed for each employment opportunity.

AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER



Application For Part-Time Employment—Visual Arts Assistant

An Equal Opportunity Reasonable Accommodation Employer

PRINT CLEARLY AND NEATLY IN INK OR USE TYPEWRITER.
 ANSWER ALL QUESTIONS COMPLETELY. SIGN THE APPLICATION

TITLE OF POSITION: _____
 (Specify type of class)

1. **Name:** _____ 2. **Social Security #:** _____
Last First Middle In. - -

3. **Email:** _____

4. **Address:** _____
Street - Apt. # City State Zip Code

5. **Phone - Home:** _____ **Cell:** _____

6. Are you a United States citizen or a legally registered alien? **Yes** ___ **No** ___

7. Are you related to any member of the City Council or any City Board or Commission member or any City employee?
Yes ___ **No** ___ If yes, indicate WORK, RELATIONSHIP AND POSITION: _____

In accordance with Rule 3, Section 301, of the Tempe Personnel Rules and Regulations, no parent (in-law and step), child (in-law and step), or spouse of a regular employee, City Councilmember, Board or Commission member can be hired as a temporary employee, except as a participant in a Cooperative Office Education, Work-study, or University internship program, or were City of Tempe employees who retired in good standing.

8. Have you ever worked for the City of Tempe? **Yes** ___ **No** ___ If yes, WHEN: _____ Month/Year

9. Dates available: From _____ To _____. Specify times you are available to work:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
List specific hours you are available to work, i.e. 8am-noon							

10. **EDUCATION:** Circle highest grade *completed*:
GRADE SCHOOL 1 2 3 4 5 6 7 8 HIGH SCHOOL 9 10 11 12

11. **HIGH SCHOOL COURSEWORK:** Please list any performing arts classes you have taken, theatre/speech work you have done, and any awards or honors you have won. You may use the back of this sheet if needed.
Name _____ Dates _____

12. **CERTIFICATION OR REGISTRATION:** (CPR, First Aid, Adv. Lifesaving, Lifeguard Training, W.S.I., etc.)
 Current type of certifications: _____ Expiration Date: _____

Attach copies of current certifications to application

EMPLOYMENT HISTORY:

Indicate your experience in each position beginning with your present or most recent position, including any military and volunteer experience. **Show your entire work history.** The amount of experience and the way you describe it, as it pertains to the position you are seeking, will determine whether or not you are given further consideration for the position. **You may attach a resume to your application; however, your qualifications will be evaluated solely on this completed application form and supplemental questionnaire(s).**

Place of Employment or Volunteer Experience: _____ **Phone:** _____
FAX: _____ Address: _____
Street City State Zip Code
Kind of Business: _____ Your Title: _____
Supervisor Name/Title: _____
Employment Dates: From _____ To _____ Total Time There
Month/Year Month/Year Year(s) Month
Hours Per Week ___ Starting Wage \$ _____ per _____ Ending Wage \$ _____ per _____
Description of Work Performed: _____

Reason for leaving or wanting to change: _____
May we contact this employer if you are considered for the position: Yes ___ No

Place of Employment or Volunteer Experience: _____ **Phone:** _____
FAX: _____
Address: _____
Street City State Zip Code
Kind of Business: _____ Your Title: _____
Supervisor Name/Title: _____
Employment Dates: From _____ To _____ Total Time There
Month/Year Month/Year Year(s) Month
Hours Per Week ___ Starting Wage \$ _____ per _____ Ending Wage \$ _____ per _____
Description of Work Performed: _____

Reason for leaving or wanting to change: _____
May we contact this employer if you are considered for the position: Yes ___ No

Place of Employment or Volunteer Experience: _____ **Phone:** _____
FAX: _____
Address: _____
Street City State Zip Code
Kind of Business: _____ Your Title: _____
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Month/Year Month/Year Year(s) Month
Hours Per Week ___ Starting Wage \$ _____ per _____ Ending Wage \$ _____ per _____
Description of Work Performed: _____

Reason for leaving or wanting to change: _____
May we contact this employer if you are considered for the position: Yes ___ No

13. Please list other names you have gone by, so we can verify your previous work experience and/or education:

14. Have you ever been convicted of a **misdemeanor** or **felony** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)? **Note:** Reckless operation, hit-and-run, driving under the influence, excessive speeding, and similar charges are **not** considered minor traffic offenses; furthermore, an excessive number of traffic violations (including minor/civil offenses) should be reported.

Yes No If Yes, give details, including charges, dates, locations, etc. (attach a separate page if necessary): _____

It is to your advantage to provide a full disclosure of your record, as convictions do not automatically bar you from employment with the City. **However, failure to admit convictions will result in automatic disqualification from new or continued employment** (tempered by the specific considerations listed in the "Truth in Application Policy" below).

TRUTH IN APPLICATION POLICY

The City of Tempe places a prime value on integrity. This value applies to all phases of City business. In particular, the City values, and in fact requires, honesty in completing employment applications. This is important to creating a fair process oriented towards selecting the best candidate. Therefore, the City will not tolerate lies or omissions of material fact on employment applications.

The City of Tempe has a "zero tolerance" of untruthfulness in application materials. The City conducts a background check upon hire to verify the information contained in the application. However, at the same time that the City values integrity and truth in applications, it recognizes that people may make mistakes and may learn from them. Therefore, the City's "zero tolerance", as stated in this policy, is tempered by the following considerations:

1. Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.
2. Applicants are not required to report convictions that have been expunged or sealed by a court of law.
3. If misstatements or omissions of material fact are discovered after seven (7) years of the date of an application, they may be grounds for dismissal from City employment, but such dismissal will be considered on a case-by-case basis, weighing the severity of the misstatement/omission against subsequent job performance and its relationship to the job.

I agree and understand that any deliberate misstatement or omission of material fact on application documents will cause forfeiture on my part of all eligibility to any employment with the City of Tempe, and will cause forfeiture of my job if I am currently employed or become employed by the City of Tempe.

My signature on this application form acknowledges my understanding and agreement with the above policy.

15. I certify that all statements made on all application materials are true and complete. In addition, I authorize any individual, company, organization or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

SIGNATURE

DATE

Name: _____

I hereby authorize the City of Tempe to check my references with the following person:
(References may be from teacher, employer, volunteer coordinator, etc.)

Name/Title: Phone #: (_____) Relationship to applicant: Length of time this person has known you:
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Applicant Signature _____ Date _____

Name: _____

I hereby authorize the City of Tempe to check my references with the following person:
(References may be from teacher, employer, volunteer coordinator, etc.)

Name/Title: Phone #: (_____) Relationship to applicant: Length of time this person has known you:
--

Applicant Signature _____ Date _____

Name: _____ Social Security No.: _____

I hereby authorize the City of Tempe to check my references with the following person:
(References may be from teacher, employer, volunteer coordinator, etc.)

Name/Title: Phone #: (_____) Relationship to applicant: Length of time this person has known you:
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Applicant Signature _____ Date _____