

## Employee Information & Acceptance Form

*Please fill in missing information and make changes to incorrect information.*

**Last Name:** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Cell Phone (optional):** \_\_\_\_\_

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

**T-Shirt Size:** Small Medium Large XL XXL

**Origin:** White/Black/Hispanic/Asian/Pacific Islander/American Indian/Alaskan Native

*List 2 persons to contact in case of emergency:*

**Emergency Contact #1**

**Emergency Contact #2**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

I, \_\_\_\_\_, am accepting the position of \_\_\_\_\_ at the program site of \_\_\_\_\_ at the rate of \_\_\_\_\_/hr. I certify that the information listed above is correct. I have read and understand my position's job description, agree to the following conditions of employment and understand that not complying with the conditions below will result in the loss of my position:

1. Understanding that my employment is conditional upon the following:
  - a. being 15 years of age or older by 6/1/2024– *all employees*
  - b. returning all completed employment paperwork by 4/28/2023 – *all employees*
  - c. passing the required criminal and sex offender background check – *employees 18 years and older*
  - d. obtaining current First Aid and CPR certification – *Assistant & Site Supervisors*
2. Attend staff orientation on 6/1/2024 at Town Hall from 2PM – 5PM.
3. **Commit to work the entire 6 weeks of the program, June 24<sup>th</sup> – August 2<sup>nd</sup>, 2024**
4. Commit to arrive at the site on time every day to work, 8:15AM – 1:45PM (All Sites)
5. Attend staff meetings:
  - a. at your program site once per week – *all employees*
  - b. at Town Hall, 2:00 PM - 3:00PM on Fridays – *Assistant & Site Supervisors*
6. This is a seasonal summer position from 6/1/2024 – 8/2/2024

Signature: \_\_\_\_\_

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