



Rehire Application

2009-2010

**This is an application for former LEARN employees only. Rehire Applications will be accepted on a rolling basis throughout the school year and candidates will be contacted as needed. Please read application guidelines carefully. Applicants who submit Rehire Applications that do not follow all the outlined guidelines will not be considered for employment with LEARN. Once submitted, Rehire Applications and all components are the sole property of LEARN and will not be returned to applicants. Any questions about this application should be directed to the Recruitment Office at LEARN.*

I. PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE NAME	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS (IF DIFFERENT FROM PRESENT ADDRESS)			
HOME PHONE: _____	CELL PHONE: _____	E-MAIL ADDRESS: _____	
CURRENT LEARN PROGRAM: _____		CURRENT SCHOOL SITE: _____	

II. APPLICATION INFORMATION

Please circle all that apply

PROGRAM(S): ASPIRE GEAR UP PREP

GRADE LEVEL: Primary (K-3) Mid-Elementary (4-5) Middle School (6-8) High School (9-12)

III. RECOMMENDATION INFORMATION

Applicant must include two (2) completed Recommendation Forms with their application. These forms must be completed by the recommender and submitted confidentially to LEARN. Recommender will complete the form and return it to the applicant in a sealed envelope with the recommender's signature over the envelope seal. Envelopes containing Recommendation Forms that do not have the recommender's signature over the unbroken seal will not be accepted. Please refer to the Recommender Form and Instructions for the Recommender for further clarification.

Applicant must submit one Recommendation Form from their current LEARN Site Coordinator and one from a person of their choice. The applicant may choose any person as their second recommender but they should be able to comment on the applicant's professional and personal merits, work ethic and/or previous experience with LEARN.

IV. DEMONSTRATION OF INTEREST GUIDELINES

Applicant must include a Demonstration of Interest for the position and program(s) of choice. The Demonstration of Interest may be submitted in any form (letter, video, art project, etc.) and should be a creative representation of both your interest and your qualification for the position. Demonstrations of Interest must address the following questions:

1. **Why are you interested in this position with LEARN?**
2. **How has your previous experience with LEARN prepared you for this position?**
3. **What contributions will you make to the specific LEARN program to which you are applying?**
4. **How are you better suited or qualified for this position than other applicants?**

LEARN encourages creative and original ideas as a display of your commitment and continued interest in the position, program, and overall mission of the organization. There is not a single required format but Demonstrations of Interest should follow the below guidelines for submission:

<i>Written Submissions -</i>	must be typed, double spaced and no more that two full pages
<i>Video Submissions -</i>	must be copied onto a DVD that is compatible with a Mac computer operating system and no longer than five minutes
<i>Art/Craft Submissions -</i>	must fit into a 10"x13" envelope, no larger than 1" thick
<i>Electronic Submissions -</i>	must be copied onto a CD that is compatible with a Mac computer operating system

Any submissions that fail to follow these guidelines will be rejected and the applicant will not be eligible for the position. Submissions will not be returned to the applicant. Demonstrations of Interest will be judged upon creativity, clarity, organization, and how well the guideline questions and position requirements are addressed. This is an individual demonstration and you are required to complete your Demonstration of Interest on your own.

V. APPLICATION INSTRUCTIONS

This application is all that is required for rehire for the LEARN Youth Leader position. LEARN may call applicants for a short interview if we need any further information or elaboration on this application. Specific LEARN programs may require additional application steps. Those applicants who have applied for such positions will be contacted after applications have been reviewed with additional application requirements.

All rehire applications are accepted throughout the 2009-2010 school year and can be returned to Molly Berger at the LEARN offices. Applications may be mailed or hand delivered. All application materials must be included in one 10"x13" envelope (Application, Demonstration of Interest, and both Recommendation Forms must be included in one envelope).

Materials Checklist:

- Completed Recommendation Form from current LEARN Site Coordinator (*in sealed envelope with recommender's signature over the seal*)
- Completed Recommendation Form from personal recommender of choice (*in sealed envelope with recommender's signature over the seal*)
- Completed Demonstration of Interest (*refers to the outlined guidelines*)
- Completed Application (*including all required information and signatures*)

VI. PRE-EMPLOYMENT STATEMENT

Please read and initial the following statements:

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that _____ any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection if this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize L.E.A.R.N. to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to L.E.A.R.N. any and all letters, reports and other information related to my work records, without giving _____ me prior notice of such disclosure. I hereby release L.E.A.R.N., my former employer and all other persons, corporations, partnerships and associations from any _____ and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview, which may be granted, or during my employment, if hired, is intended to create an employment contract between L.E.A.R.N. and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option for either myself or L.E.A.R.N., and that no promises or representations contrary to the foregoing are binding on L.E.A.R.N. unless made in writing and signed by me and L.E.A.R.N.'s designated representative.

Applicant's Signature

Date

L.E.A.R.N.

13006 E. Philadelphia Street, Suite 508, Whittier, CA 90601
Telephone (562) 945 – 0150
Fax (562) 945 – 0191