

Founded in 2015, **The Net Resource Foundation** is organized in the urban context of the Alton Park Community for personal and professional growth so that individuals can better serve their families and communities with the hope of impacting crime, building self-image, and self-esteem. We accomplish this through children and youth development, feeding programs, education, job training, and health and wellness programs.

**Summary:** The After School Program Para Professional will serve as an assistant to the program director. They will provide assistance with programming and other duties assigned within the program curriculum.

**Status:** Part- Time, Temporary | Work Days: Monday - Thursday

**Responsibilities:**

- Must value the mission and vision of The Net Resource Foundation.
- Exceptionally reliable and dedicated after school
- Manages a variety of unusual student-related situations with sympathy and professionalism
- High organization and planning skills
- Ability to follow instructions
- Leaders who are passionate about advancing the common good and helping individuals reach their full potential
- Support with class room management to create a fun and interactive learning environment.
- Assist students in completing assignments.
- Participate in discussions and assist with organizing guest presentations.
- Perform clerical and other duties as assigned.
- Must demonstrate excellent written and verbal communication skills while teaching and in interacting with students, parents, guests and staff.
- Must comply with The Net Resource Foundations' polices and code of conduct.

**Physical Demands:**

Talking and standing for prolonged periods, stooping and bending may be required. Must be able to participate in program events which include sports and recreation.

**Job Requirements:**

**Education:** High School diploma or equivalent

**Experience** Job related experience is desired

**License(s):** Valid TN Driver's License or Government Issued ID

**Clearances:** Criminal Background Check

**General Employment Application**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City State ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_  
(must be a working phone and able to receive text)

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Emergency Contact: Name/Relationship/Phone: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES NO

If yes, explain: \_\_\_\_\_

**EDUCATION AND/OR TRAINING CERTIFICATION**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

**REFERENCES**

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibility: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibility: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibility: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

**MILITARY SERVICE**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
If other than honorable, explain: \_\_\_\_\_

**DISCLAIMER AND SIGNATURE**

*I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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

*If under the age of 18 years old please have a parent or legal guardian complete.*

*I am the Parent/Legal Guardian for the above named applicant. All of the information provided above is truthful and accurate. I give my permission for them to be employed with The Net Resource Foundation if they are selected for employment*

Signature \_\_\_\_\_ Date \_\_\_\_\_

## The Net Resource Foundation

### Acknowledgement

Please read before signing

The facts set forth in my application are true and complete. I understand that if employed, false or misleading statements on this application will be considered as an immediate cause for termination of my employment. In making this application for employment, I authorize you to make and/or investigate a report whereby information is obtained through others whom I am acquainted. This information may include information as to my character and personal characteristics/reputation.

I release the listed references and all employers to provide any and all applicable information they may have to The Net Resource Foundation for consideration of my application for employment.

I hereby release these references and former employers from all liability for any information they may give The Net Resource Foundation including but not limited to any defamation claims I may have or will have against them.

I understand and agree that, if hired, my employment is AT Will. This means that, if hired, either The Net Resource Foundation or I can terminate the employment relationship at any time, for any reason, with or without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Legal Guardian:

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return application to:  
The Net Resource Foundation | 4001 Hughes Avenue Suite 205|Chattanooga, TN 37410