

Rilke Clubs Employment Application

All positions are part-time (20 hours or less per week) and temporary (9 months of the school year with an additional month for the Manager) . All employees and contractors are subject to State and Federal Background checks and your primary employer's background check may be sufficient to fulfill this requirement (for example Anchorage School District (ASD) Employees) with proof of employment.

Rilke Clubs operate Monday-Friday 7:00 to 7:45 am; Monday-Thursday 3:15-6:15 pm; Friday 1:45-6:15 pm.

An application is required for ***each position*** to which an applicant is applying, as well as each club proposed(changes in age groups or club topic are considered a different club). You can complete this form and then save as with another name, so that only a couple of fields have to be updated.

Employee/Contractor Information

First Name

Last Name

E-mail Address

Phone

Indicate Primary Employer

Which position are you applying for?

Have you provided a club as Rilke Schule during previous school years?

Yes

No

Availability

Rilke Clubs are run Monday-Thursday 7:00 am-7:45 am; 3:15 pm-6:15 pm and Fridays from 1:45 pm-6:15 pm. Applicants for Site Supervisor and Instructors Assistants need to be available during club operating hours. The Manager positions must be able to cover for the site supervisor, but will have more flexible business hours. All positions are subject to meetings or training time outside of the Rilke Club operation hours.

Please indicate your preferred schedule below:

Please provide any additional information about scheduling flexibility.

References

First Name

Last Name

E-mail Address

Phone

First Name

Last Name

E-mail Address

Phone

First Name

Last Name

E-mail

Phone

Please describe your professional, educational or training background related to the positions to which you are applying. **Please submit a resume with this application.**

Other Employment Information

What are your salary requirements? Please provide an hourly rate.

If hired, I understand that I am expected to work on the days and times assigned and that the commitment is for the school year. I agree to notify the Rilke Clubs Manager and Onsite Supervisor of any previous commitments and unplanned absences as soon as possible. Furthermore, I agree to complete a State and Federal background check and have no known barriers to passing a background check at the level required to work with children.

Applicant Signature

Signature Date

The completed application and a resume must be submitted by e-mail to rilkeclubs@rilkeschuleinc.org