List of Available Positions:

✅ **After School Program (ASP) Position** - Guide, teach and lead a group of 20 Stockton Unified School District elementary students into an academic, physical fitness and enrichment activity Monday to Friday. Responsibilities include; ensuring student's safety while in the program, planning a schedule of activities that incorporate academics, p.e. (SPARK) and enrichment, attending trainings/meetings, interacting in a positive way with students and maintaining good group management. Operating hours vary by site, but usually 2-6pm

**Requirements**: 48 college units or Paraprofessional Certificate, Negative TB test reading, Pass Fingerprint & Background Check and available Mon-Fri during ASP hours.

✅ **Substitute Staff After School Program Position** - Same responsibilities as ASP staff.

**Requirements**: 48 college units or Paraprofessional Certificate, Negative TB test reading, Pass Fingerprint & Background Check and available Mon-Fri during ASP hours.

**What's Inside...** University Application, Availability & Additional Information, Dress Code & Code of Conduct and Confidentiality Agreement

Please include a copy of your **unofficial transcripts** to verify your units AND a copy of your **High School Diploma**. You can also submit a copy of your **AA Degree** if you have one

Turn in application to Jacoby Center (Wendell Phillips Center, room 241). If you have any questions regarding the application process please call 946-7444 or email jacobycenter@pacific.edu

**FOR JACOBY CENTER STAFF**: Once you receive all the above documents

Staff's Initial & Date Received: __________________  Complete Application with transcripts? ________
# University of the Pacific

## Staff Employment Application

**Mailing Address:**
University of the Pacific, Human Resources
3601 Pacific Avenue
Stockton, California 95211

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### General Information

<table>
<thead>
<tr>
<th>Name (Last, First, Middle)</th>
<th>E-mail Address</th>
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<thead>
<tr>
<th>Street Address</th>
<th>Home Telephone</th>
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<tr>
<th>City, State, ZIP Code</th>
<th>Cell Phone</th>
<th>Birth date, if Under 18</th>
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</table>

**Have you ever worked for University of the Pacific?**

a. Indicate dates of employment:

b. Department: ___________________________ Position: ___________________________

**List any relatives employed at Pacific:**

**Can you, upon offer of employment, submit verification of your legal right to work in the United States?**

□ Yes □ No

**Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?**

□ Yes* □ No

*If yes, state the nature of the crime(s), date and location where convicted and disposition of the case.

---

**Note:** If you answered "yes", please note that Pacific will not necessarily reject your application. The nature of the offense, date of the offense, the surrounding circumstances and the relevance of the offense to the positions(s) applied for may be considered.

**Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?**

□ Yes □ No**

**If no, describe the functions that cannot be performed:**

---

**Position Information**

<table>
<thead>
<tr>
<th>Job number(s) and title(s) of positions(s) for which you are applying:</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Type of employment desired:**

□ Full-time □ Part-time □ Temporary

**Will you work hours other than 8 to 5?**

□ Yes □ No

**Will you work weekends?**

□ Yes □ No

**If a valid driver's license is required for the position, please complete the following:**

**California Driver's License #:**

**Expiration date:**

**Source of Referral (Check one):**

□ Self □ Newspaper □ Pacific Website □ Employment Agency

□ Employee Referral - Who? □ Other - Where?

---

*Continued on the next page*
# Employment Record  (FOR PAST TEN YEARS)

<table>
<thead>
<tr>
<th>Present or most recent Employer</th>
<th>Start Date</th>
<th>Start Salary</th>
<th>Initial Position Title</th>
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<tbody>
<tr>
<td>Street Address</td>
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<tr>
<td>End Date</td>
<td></td>
<td>Final Salary</td>
<td>Present/Final Position Title</td>
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<tr>
<td>City, State, ZIP Code</td>
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<tr>
<td>If currently employed, may we contact your supervisor or employer?</td>
<td>□ Yes □ No</td>
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<tr>
<td>Responsibilities:</td>
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<td>Reason for Leaving:</td>
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<th>Employer</th>
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<th>Initial Position Title</th>
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<td>Present/Final Position Title</td>
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<td>City, State, ZIP Code</td>
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<tr>
<td>Last Supervisor’s Name</td>
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<td>Telephone</td>
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<td>Responsibilities:</td>
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<td>Reason for Leaving:</td>
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<td>Reason for Leaving:</td>
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</table>

Explain any breaks in employment of three months or more on an additional sheet and attach it to this form.

Continued on the next page
### Education

<table>
<thead>
<tr>
<th>Education:</th>
<th>Graduated?</th>
<th>Type of Degree or Diploma:</th>
<th>Major or Principal Courses Studied:</th>
<th>Full Name and Location of School:</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
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<tr>
<td>College or University</td>
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<tr>
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<tr>
<td>Other (Such as Technical, Business, etc.)</td>
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</table>

### Skills

Indicate your skills by checking all the appropriate boxes and completing the blanks:

**Computer Skills:**
- [ ] PC
- [ ] Mac

**Computer Software:**
- [ ] MS Word
- [ ] MS Excel
- [ ] MS PowerPoint
- [ ] MS Access

**Other Software:**

- [ ] Typing - Typing Speed: _______ WPM
- [ ] Shorthand
- [ ] Data Entry
- [ ] Copy Machine
- [ ] Transcription
- [ ] 10-Key
- [ ] Other (Indicate): ______________________

Please list other job-related skills, licenses, and/or languages applicable to the position(s) to which you are applying:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________

*Continued on the next page*
List three professional references (work and/or education related):

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Mailing Address</th>
<th>Telephone (Day)</th>
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</table>

TO THE APPLICANT:

Application must be completed in full and without errors or omissions. Please read the following statement carefully before you sign and submit this form.

I hereby consent to duly authorized representatives of the University of the Pacific contacting any of my former employers, any of the educational institutions that I have attended, and any other persons or organizations whom it determines might have information relevant to my application for employment. I further consent to those persons or organizations providing information to the University of the Pacific.

I certify that the information given by me in this application is true and complete. I understand and agree that any false information, misrepresentation, or concealment of fact is sufficient grounds for either my immediate discharge without recourse or refusal of employment by the University of the Pacific.

I understand and agree that all information furnished in this application may be verified by the University of the Pacific. I also understand that any employment is subject to a check of references and satisfactory completion of a pre-employment physical examination. I hereby authorize all individuals and organizations and any law enforcement organization to give the University of the Pacific all information and hereby release such individuals, organizations, and the University of the Pacific from any liability for any claim or damage which may result.

Please note: All applicants who receive a conditional offer of employment are required to execute a release and authorization for a background screening, pre-employment physical and a drug screening.

Applicant Signature __________________________ Date of Application __________________________

☐ Check here if attaching a resume.

The University does not discriminate on the basis of race, gender, gender identity, sexual orientation, national origin, ancestry, color, religion, religious creed, age (except for minors or for bona fide occupational qualification), marital status, cancer-related or genetic-related medical condition, disability, citizenship status, military service status, and any other status protected by law.

Employment at University of the Pacific is employment at-will. Employment may be terminated at the will of either the employer or the employee.

October, 2008
Availability & Additional Information
Harold S. Jacoby Center
for Public Service and Civic Leadership
TUTORING & AFTER SCHOOL PROGRAM POSITIONS 2015-2016 Academic Year

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I</th>
<th>Pacific ID Number</th>
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<tr>
<th>Cell Phone Number</th>
<th>Home Phone Number</th>
<th>Email</th>
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</table>

Answer the following questions:

Are you willing to be fingerprinted for screening purposes? [ ] Yes [ ] No

Are you applying to work to complete your field work hours? [ ] Yes [ ] No If so, what class and how many units are you taking?

Do have transportation? [ ] Yes [ ] No

Do you speak any other language besides English? [ ] Yes [ ] No If so, which one?

Have you ever applied for Jacoby Center before? [ ] Yes [ ] No If so, when?

Do you have any friends, relatives or acquaintances working for Jacoby Center? [ ] Yes [ ] No If so, please include name and relationship

Do you have Federal Work Study? [ ] Yes [ ] No If so, please indicate amount you are eligible to receive this year?

Do you have 48 college units completed? [ ] Yes [ ] No If not, do you have a Paraprofessional Certificate? [ ] Yes [ ] No

What do you think is one of your strengths? Please List at least one

What would you say is one of your weaknesses? Please list at least one

What position are you applying for?

How did you hear about this project?

What experiences do you have that are closely related to this position?

Availability: What days/times are you available to work?

<table>
<thead>
<tr>
<th></th>
<th>Mondays</th>
<th>Tuesdays</th>
<th>Wednesdays</th>
<th>Thursdays</th>
<th>Fridays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Available to Work</td>
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<tr>
<td>Available Start Date:</td>
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</table>
STEP UP After School Programs
Dress Code & Code of Conduct—STAFF

**Dress Code:** All team members are expected to dress professionally, wear clothing that is neat, clean and represents you as a team member. In addition to wearing the Pacific/Step-Up gear all staff is expected to follow the school dress code including:

- Remove all hats and bandanas. Hats are ok during summer only for outside use but are prohibited inside.
- Wear shirts and blouses that cover the midriff, shoulders and chest
- Wear pants that are pulled up to the waist
- Shirts and jackets should not have gang colors, alcohol or tobacco advertising
- No tank tops or spaghetti straps type shirts
- No torn jeans allowed
- Shorts are not allowed unless they are of Bermuda or Capri length
- Skirts should be arm’s length
- Wear closed toe shoes—no flip flops or open toe shoes are allowed
- No mini skirts, No tube tops, and No showing of undergarments
- Wear Pacific vest or Step-Up vest with name tag OR wear Pacific polo shirt/Pacific gear/STEP UP gear with name tag at all times while you are in the After School Program
- Adhere to Spirit Fridays. Wear orange polo shirts or vest every Fridays.

**Code of Conduct:** Adults and older youth team members play a key role in fostering the social development of SUSD students.

- Will maintain confidentiality with personally identifiable information about parent, staff members, students or school faculty
- Will participate in weekly staff meetings
- Will provide support to all students
- Will work to help students develop a sense of self
- Will respect each student, including the right to privacy and their Family Educational Rights and Privacy Act (FERPA) rights
- Will not engage in any behavior with students that constitutes verbal, emotional or physical abuse
- Will not engage in behavior, language or tone of voice that is personally threatening or demeaning
- Will not engage in sexually harassing behavior
- Will report any illegal activities on the part of the staff or students
- Will report suspected instances of neglect or abuse in a timely manner
- Will always assure that students are attended with an No Child Left Behind (NCLB) compliant staff
- Will work to provide a safe environment for the students in the after school program
- Do not bring food or drinks on campus
- All handheld electronic equipment is turned off and stored away while on campus
- Never chew gum while on campus
- No horseplay with students or other team members
- Will maintain a professional relationship with other tutors, students and staff
- Will follow proper **Complaint Procedures** (table shown on next page)
**Attendance:** As a staff you are also expected to follow the following:

**Call-Ins:**
- **Call-ins:** Will show up on time or call your facilitator AND the Jacoby Center office if you are going to be late or absent. If you are going to be absent call before 10am, if you are running late call as soon as possible. You will get 3 excused absences throughout the semester. The third absence will result in a verbal warning. Any additional unexcused absences may lead to disciplinary actions and consequently termination. Three unexcused tardies will be equivalent to an absence.

**Absences:**
- Three consecutive absences without notification will be labeled as “No Show” and are subject to employee termination.
  - **Excused Absences**
    - Funerals
    - Family deaths or emergencies
    - Dr. notes for leave due to sickness
  - **Unexcused Absences**
    - Call-ins after 10 am
    - No shows
    - Car problems
    - Family obligations or sicknesses
    - Other job obligations
    - Last minute Dr. appointments or study dates

**On-site sign-ins:**
- Will sign in immediately upon arrival and sign out at end of the day. Failure to do so may cause in a reduction of hours for that day and or an excuse absence.
- Will let facilitator and supervisor know if an emergency arises and you need to leave early for the day.

**Request Time Off (RTO)**
- Will submit a Request Time Off (RTO) **two weeks prior** to requesting day(s) to Jacoby Center if staff is requesting a day off. Staff will be notified by email on RTO status. After School Program staff will also need to submit a planned approved schedule of activities for the day(s) it’s being requested.
- Staff will need to RTO for:
  - Doctor’s appointments
  - Study dates
  - Vacations
  - Personal reasons
  - Other reasons not listed
Harold S. Jacoby Center for Public Service and Civic Leadership

Payroll Procedures: In order to assure timely and accurate payroll distribution, all staff will submit two forms of payroll documents on their designated due dates. The first document is called a Web Tim Entry and the second is called a Tracking Sheet.

Payroll:
- The **Web Time Entry** is filled out online through inside Pacific website. Please follow the “Accessing Inside Pacific” and five-minute power point presentation for how to submit this.
- All **Tracking Sheets** should be mailed to jacobycenter@pacific.edu on their designated due dates. All tracking sheets should have the name, pay period, hours and activity codes that represents the school you worked at.
- Failure to submit web time entry document may result in not receiving a pay check on time, a letter of corrective action and continuous occurrences can lead to termination.
- When Web Time Entries are not submitted by their due date, a yellow timesheet has to be completed in the Jacoby Center office. Yellow timesheets are considered late and will not be paid till the following pay period.
- Adhere to payroll calendar for due dates and pay dates

Schedule and Planning Sheets: All staff will be expected to plan an hour of academic activities, a spark activity and an enrichment activity

- Will submit a copy of an approved planning schedule via email or fax to Jacoby Center on the following week’s activities. An approved planning schedule is one that has 3 daily activities; academic hour, SPARK and enrichment. An approved planning schedule has also been reviewed by the Program Facilitator and includes the Facilitator’s initials indicating it’s been approved.
- Maintain completion of schedules 2 weeks in advance throughout the entire school year.
- Will submit a completed approved Schedule for planned RTOs
STEP UP After School Programs
Dress Code & Code of Conduct—STAFF
2015-2016 Academic Year

I have read the Dress Code and the Code of Conduct and understand these guidelines govern my expected behavior when working with the STEP UP After School Program or Jacoby Center Tutorials.

__________________________
Signature

__________________________
Date

__________________________
Print Name
CONFIDENTIALITY ACKNOWLEDGEMENT
V1.0 Finalized April 24, 2008

University of the Pacific policy treats certain information and communications as Confidential or Restricted Access information (Computing and Communications Confidentiality Policy, Information Technology Policies http://www.pacific.edu/oit/policies).

It is also University policy that users of University computing and communications resources are responsible for taking appropriate steps to safeguard Confidential and Restricted Access information (Acceptable Use Policy, Information Technology Policies http://www.pacific.edu/oit/policies).

Pacific, through its employees, must protect the confidentiality of all aspects of Confidential and Restricted Access information in accordance the Family Educational Rights & Privacy Act (FERPA) as amended (20 U.S.C. 1232(G)), Gramm-Leach-Bliley Act (GLBA), the Health Insurance Portability and Accountability Act (HIPAA) and other laws.

By signing this form, I understand my responsibilities to adhere to University policies and I agree that I will not, outside of the performance of my authorized duties, access, print, copy, or disclose Confidential or Restricted Access information to anyone. I understand that any breach of my responsibilities may result in disciplinary action in accordance with University policies.

_____________  
Signature

Date

988

Identification Number

_____________  
Print or Type Name

Phone

Department/Unit

Please return completed form to Human Resources.