



# Healthy Kidz & Teenz

P.O. Box 2064\* Portland OR\*97208  
(503)5777110/ info@healthykidzandteenz.com

## Independent Instructor Contract Application

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

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

\_\_\_\_\_ *City State ZIP Code*

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

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 so, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

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

## Education

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

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

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: ( ) \_\_\_\_\_

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

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

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

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

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

### Previous Employment

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

### Availability

DAYS(circle) Mon/ Tues/ Wed / Thurs / Fri / Sat / Sun \_\_\_\_\_

Time(circle) 8:00am-12:00pm / 12:00pm-4:00pm / 4:00-8:00pm \_\_\_\_\_

List other times/days you have available: \_\_\_\_\_

### Disclaimer and Signature

*As an independent contractor, you are responsible for carrying your own insurance. You are also responsible for filing your own tax information.*

*I certify that my answers are true and complete to the best of my knowledge.*

*If accepted, I understand that false or misleading information in my application or interview may result in my release*

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

## **POLICY PROHIBITING SEXUAL HARASSMENT**

It is our policy, in accordance with providing a positive, discrimination-free work environment, that sexual harassment in the workplace is unacceptable conduct that will not be condoned.

Sexual harassment is unsolicited, nonreciprocal behavior by a member of staff who is in a position to control or affect another person's job status and who uses the power or authority of that position to cause that member of staff to submit to sexual activity, or to fear that he or she would be punished for refusal to submit.

Sexual harassment also includes any member of staff conduct unreasonably interfering with another's work performance by creating an intimidating, hostile, or offensive working environment. Sexual harassment consists of a variety of behaviors by workers directed to other workers including, but not limited to, subtle pressure for sexual activity, inappropriate touching, inappropriate language, demands for sexual favors, and physical assault.

*Healthy Kidz & Teenz* will treat sexual harassment as any other form of misconduct. Workers who engage in harassing behavior will be disciplined appropriately. Workers who are sexually harassed are encouraged to discuss the situation with their supervisor or with an officer of the firm.

**Print Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

X \_\_\_\_\_

**SIGNATURE**

## **SUBSTANCE ABUSE POLICY**

Our policy is to provide a work force free from alcohol abuse or the use of illegal drugs. Any worker who violates this policy will be disciplined. This may include termination, even for a first offense.

We strive to provide a safe and healthy work environment, free from the use of illegal drugs \*and abuse of alcohol and set forth the following rules:

Workers may not consume alcoholic beverages or take illegal drugs on our premises or on off site premises.

Workers may not report to work under the influence of drugs or alcohol.

If you are convicted under any federal or state criminal drug statute, you must notify an officer of the firm within five (5) days. This will be grounds for termination.

*Legal drugs include prescribed and over-the-counter drugs which have been legally obtained and used for the purpose for which they were intended. Illegal drugs include any drug which is not legally obtainable, which may be obtainable but has not been legally obtained or which is being used in a manner or for a purpose other than as prescribed.*

**Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**X** \_\_\_\_\_

**SIGNATURE**

**Member of staff CONFIDENTIALITY AGREEMENT: provision of service contract restricting workers from divulging Healthy Kidz & Teenz trade secrets**

Member of staff agrees that any and all knowledge or information that may be obtained in the course of service with respect to the conduct and details of the business and with respect to the secret processes, formulas, machinery, etc. used by Healthy Kidz & Teenz in manufacturing its products will be forever held inviolate and be concealed from any competitor and all other persons and that he or she will not engage as employer, employee, principal, agent, or otherwise, directly or indirectly, at any time in a similar business, and that he or she will not impart the knowledge acquired to anybody and that should he or she at any time leave the employ of the employer he or she agrees not to enter into the employ or service or otherwise act in aid of the business of any rival company or concern or individual engaged in the same or in similar lines of business. If he or she does so in violation the company shall be entitled to an injunction by any competent court of equity enjoining and restraining him [her] and each and every other person concerned from continuance of employment, services or other acts in aid of the business of the rival company or concern. Nothing shall prevent him [her], upon the termination of the service, in engaging in any occupation in which the processes, formulas, and other secrets of the company will not be directly or indirectly involved.

**Print Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

X \_\_\_\_\_

**SIGNATURE**