
Please make sure that you have provided all requested forms and supporting documents.

HIRED! Application Checklist	Criteria Met
Child, Youth & School Services Registration completed	<input type="checkbox"/>
HIRED! Apprentice Application (including all necessary signatures)	<input type="checkbox"/>
Citizenship Documentation (if a copy of a U.S. Birth Certificate cannot be obtained, then an unexpired U.S. Passport, Immigration & Naturalization Services Certificate of Citizenship, Department of State Form FS-240, or Alien Resident Receipt Card has been provided)	<input type="checkbox"/>
Copy of Social Security Card (this does not serve as proof of citizenship)	<input type="checkbox"/>
Educational Status Documentation (e.g. report card showing a grade point average GPA of 2.0 or higher)	<input type="checkbox"/>
Proof of Age & Program Eligibility (if a copy, front and back, of the teen's Military I.D. Card cannot be obtained, then a copy of the parent's Military or Civilian Government I.D. should be provided to confirm Program Eligibility)	<input type="checkbox"/>
Name Check (Background) Request Forms Completed	<input type="checkbox"/>

Please submit your completed application and all supporting documents to Teen Club 24/7 (80 Texas Ave.)

******Please be advised ~ your application may not be considered if any signatures and/or any of the requested documents are not provided at the time of application.**



Apprenticeship Application, Page 2

*All apprentice positions are competitive and may or may not be available for the term that you are applying. Mark your area(s) of interest by putting a number in the box. You may mark up to 5 areas.

Requested MWR Placement Site

Business Operations

- Bowling Center
- Community Services
- Golf Course
- Cole Park Commons

Child, Youth & School (CYS) Services

- Outreach Services
- Child Development Center
- School-Age Center
- Youth Sports & Fitness Program/Coaching
- Youth/Teen Center
- SKIES *Unlimited*
- Technology/Graphics
- Soldier & Family Assistance Center (SFAC)

Soldier & Community Operations

- Aquatic Facility
- Arts & Crafts Center
- Auto Skills Center
- D.W. Recreation Center
- Special Events & Entertainment
- R.F. Sink Library
- Outdoor Recreation Center
- Sports & Fitness Center
- Pratt Museum

Fisher House

Employee Customer Services

ACS Family Employment Readiness Program ~ FERP

Financial Management/Readiness

MWR Information Management Office

MWR Marketing Office

Other

Please feel free to include a suggested area of interest that has not been listed.

HIRED! Apprenticeship Program Candidate's Signature, Today's Date

Candidate's Parent/Legal Guardian's Signature, Today's Date

Date received by HIRED! Program Coordinator	
HIRED! Program Coordinator's signature	



Apprenticeship Contract & Statement of Understanding

HIRED! Apprentice's Name	
MWR Partner Site	

1. Purpose

It is the purpose of this agreement to explain the terms, conditions and rules regarding the participation of _____ (hereafter referred to as "HIRED! Apprentice") in the HIRED! Apprenticeship Program (hereafter referred to as "the Program").

2. Minimum Qualifications

The HIRED! Apprentice certifies that he or she is a citizen, a national, or a legal permanent resident of the United States of America and is at least 15 years of age at the time this contract was signed.

3. Terms of Service

- a) The HIRED! Apprentice understands that he/she must successfully complete the required total of 180 hours for a HIRED! Apprenticeship Term to be eligible for a HIRED! Cash Award. Within a seven-day period, participants are expected to work and participate in HIRED! Workforce-Preparation and Secondary-Education Exploration Workshops for a total of fifteen (15) hours.
- b) The HIRED! Apprentice understands that in order to be eligible for an additional HIRED! Term, the HIRED! Apprentice must receive satisfactory performance reviews for his/her current term. The HIRED! Apprentice understands, however, that eligibility for subsequent terms does not guarantee selection or placement.

4. Rules of Conduct

- a) While acting in an apprenticeship capacity, the HIRED! Apprentice is expected to:
 - 1) Demonstrate mutual respect towards others
 - 2) Follow directions and complete assigned tasks
 - 3) Direct concerns, problems and suggestions to the appropriate official
- b) At no time, while acting in an apprenticeship capacity, may the HIRED! Apprentice:
 - 1) Engage in any activity that is illegal under local, state, federal, or host-nation law
 - 2) Engage in activities that pose a significant safety risk to others
 - 3) Engage in any activity involving proselytizing or assisting religious organizations, attempt to influence legislation or an election, aid a partisan political organization, participate in a voter-registration drive,

fundraise for either financial campaigns or endowment drives, solicit gifts, or aid any business or organization for profit.

- c) The HIRED! Apprentice understands that the following will constitute a violation of the Program's rule of conduct:
 - 1) Unauthorized tardiness or unauthorized absence
 - 2) Repeated use of inappropriate language (i.e., profanity)
 - 3) Stealing or lying
 - 4) Engaging in activity that may physically or emotionally damage other participants of the Program or members of the community
- d) The HIRED! Apprentice understands the following will constitute a violation of the Drug-Free Workplace Act:
 - 1) Processing or using any illegal drugs during the term of service
 - 2) Consuming alcoholic beverages either prior to or during the performance of service activities
 - 3) Being under the influence of alcohol or illegal drugs during service activities
 - 4) Failure to notify the Program of a criminal arrest or conviction occurring during the term of service
- e) For violating the above-mentioned rules, the Program will do the following, except in cases in which during the term of service, the HIRED! Apprentice has been charged with or convicted of a violent felony, possession, sale or distribution of a controlled substance.
 - 1) First offense, the HIRED! Program Coordinator will issue a verbal warning
 - 2) Second offense, the HIRED! Program Coordinator will issue a written warning and reprimand to the HIRED! Apprentice
 - 3) Third offense, the HIRED Program Coordinator will terminate the HIRED! Apprentice
- f) The Program and the Morale, Welfare & Recreation (MWR) Placement Site reserve the right to release the HIRED! Apprentice for due cause if, in the opinion of the Program or MWR Employer, his or her conduct undermines the effectiveness of the operation of the MWR Placement Site to which he or she is assigned.
- g) The Program and the MWR Placement Site may release the HIRED! Apprentice for due cause if, in the opinion of the MWR Employer, he or she repeatedly or periodically continues to demonstrate inappropriate behavior by engaging in a pattern of misconduct.
- h) The HIRED! Apprentice understands that he or she will be released for due cause, without a HIRED! Cash Award regardless of hours worked, in accordance with Paragraphs b), c), d) and e) of Section 4 of this Agreement.

5. Release from Program Term

The HIRED! Apprentice understands that Child, Youth & School (CYS) Services may terminate an Apprentice at any time during a HIRED! Apprenticeship Term if the Apprentice is under the investigation for a misdemeanor, felony, and/or the sale or distribution of a controlled substance. HIRED! Apprentices may also be released if work performance is deemed unsatisfactory by an MWR Placement Site, as documented by the MWR Placement Site and HIRED! Program Coordinator. HIRED! Apprentices may terminate apprenticeships at any time. Authorization to

start a new apprenticeship term at a later date will then be determined by the HIRED! Program Coordinator on a case-by-case basis.

6. Grievance Procedure

In the event that informal efforts to resolve disputes are unsuccessful, the HIRED! Apprentice may seek resolution through the following grievance procedures. These procedures are intended to apply to service-related issues, such as assignments, evaluation, or release from cause.

a) Alternative Dispute Resolution

Alternative Dispute Resolution (ADR) must be selected within seven (7) days of dispute. If a HIRED! Apprentice chooses ADR as a first option, a neutral party designated by the Program will attempt to facilitate a mutually-agreeable resolution. The neutral party must not have participated in any previous decisions concerning the dispute. ADR is confidential, non-binding, and informal. No ADR proceedings may be referred to at the grievance-hearing or arbitration states. The neutral party may not participate in future proceedings.

b) Formal Grievance-Hearing

A HIRED! Apprentice may request a grievance-hearing without participation in ADR, or if ADR fails to resolve the dispute. The HIRED! Apprentice should make a written request within seven (7) days of grievance for a hearing to the following four individuals: the MWR Employer, the Youth Program Director, the HIRED! Program Coordinator, and the CYS Services Coordinator. Once a request for a grievance-hearing is made, the Program should provide the HIRED! Apprentice all information used in disciplinary decisions regarding the occurrences in question.

7. Statement of Understanding

I, _____, parent/legal guardian of _____, understand that the staff members with whom my son/daughter will come in contact at the MWR Placement Site during the HIRED! Apprenticeship may not have the same background-check clearances as CYS Services staff members.

I have also been informed that the MWR Site Mentor who will work directly with my son/daughter at the MWR Placement Site has local background check clearances but may not have undergone a Childcare National Agency Check & Inquiries (CNACI).

8. Photo Release

Please complete either 1) or 2) below.

- 1) I, _____, hereby grant Child, Youth & School Services my permission and consent to use my name, photograph, and personal information in media coverage or publicity materials related to the Program.

- 2) I, _____, do not give Child, Youth & School Services my permission to use my likeness or information in any publicity materials.

HIRED! Apprentice's Signature Today's Date

HIRED! Apprentice's Parent/Legal Guardian's Signature Today's Date

HIRED! Program Coordinator's Signature Today's Date

**CID NAME CHECK REQUEST FORM
PRIVACY ACT STATEMENT**

AUTHORITY: Title 10 USC Section 301; Title 5 USC Section 295-1; E.O. 9397 dated November 22, 1943 (SSN).
PRINCIPAL PURPOSE: To provide commanders and law enforcement officials with means by which information may be accurately identified.
ROUTINE USE: Your social security number is used as an addition/alternate means of identification to facilitate filing and retrieval.
DISCLOSURE: Disclosure of your social security number is voluntary.

FORM MUST BE TYPED OR PRINTED NEATLY!

FROM: **Child, Youth and School Services**
Bldg 2188 13 ½ & Kentucky Ave
Fort Campbell KY 42223

Requesting Date: _____

TO: _____
31st MP DET (CID) – (CIRC-CFC)
3d MP Group, USACIDC
2745 Kentucky Avenue

Date Received by CID: _____

Date Request Processed by CID: _____

Request a name check through Crime Records Center on the following individual:

LAST NAME: _____

FIRST NAME: _____

FULL MIDDLE NAME: _____

MAIDEN NAME: _____

ALIAS (Nick Names/Other Names Used): _____

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH (month) _____ (day) _____ (year) _____

PLACE OF BIRTH: City _____ State _____ Country _____

REASON with Army Regulation justification: AR 608-10 Volunteer

APPLICANT: If signing for someone other than self, please provide a copy of Power of Attorney.

X _____
Teen Applicant's Signature
X _____
Typed (Printed) Name

Requesting Official's Signature
Rachel Austin

Typed Name
270-956-1120 Outreach Services Director

Phone Number & Typed Title

CIRC-CFC (195-2b6)

Date Results Received _____

_____ No Derogatory Information Found by Criminal Records Center

_____ Derogatory Information Found and has been made available for review (SEE BACK)

Signature of CID Representative

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Child Youth & School Services

1. Request that you conduct a record check on the following individual:

NAME

(first)_____ (middle)_____ (last)_____

(maiden)_____ (sex)_____ (race)_____

SSN _____ STATUS _____ HEIGHT _____ WEIGHT _____

CURRENT ADDRESS _____

PREVIOUS ADDRESS _____

TELEPHONE _____ DOB (month) _____ (day) _____ (year) _____

BIRTH PLACE _____

COLOR OF HAIR _____ COLOR OF EYES _____

2. The above named applicant has applied for an apprenticeship position with Child Youth & School Services. Please complete the endorsement including as much information as our regulation will allow and return to CYS, Attn: RACHEL AUSTIN, Outreach Services Director.

3. Applicant release of information: I _____ (HIRED! applicant) do hereby give any law enforcement agency the right to reveal any criminal history to the CYSS office at Fort Campbell, KY.

Signature of HIRED applicant: _____ Date: _____

4. POC for further information is the undersigned at 798-0674.

RACHEL AUSTIN
OS Director

1. The following information is provided.

_____ **a. No derogatory information found.**

_____ **b. Derogatory information found. Name of family member _____**
Details such as dates and locations are provided below.

2. POC _____ PHONE _____

DISTRIBUTION:

PMO

CID

ADAPCP

SOCIAL WORK SERVICES