



Think In High Gear

APPLICATION FOR EMPLOYMENT

- All information obtained within this application will be held in strict confidence, subject to applicable law.
Please complete all applicable sections and sign the last page.
Please print clearly.

0

Positions (check any one of the followings)

- Science Workshop Instructor
Science Workshop Instructor Assistant
Science workshop Birthday Party Facilitator

Part / Full time (circle one)
Technical Courseware Developer/
Writer/Assistant

Will you be willing to travel to be an instructor at school?
(Travel mileage will be reimbursed at \$0.37 / mile)? Yes / No (circle one)

If you are applying for part time, please list the hours & days of the week you will be available.

Three horizontal lines for listing availability hours and days.

1

Date:

Name: Telephone: ()

Address:

Postal Code:

Are you legally entitled to work in USA? Proof will be required upon hire

Position(s) applied for:

Date you are available for employment: Wage or salary desired:

Have you ever worked for children science workshop or in that before? If yes, when and where?



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EDUCATIONAL BACKGROUND

STORMING ROBOTS has a company policy stating a minimum educational level of college level or equivalent for all positions.

EDUCATIONAL BACKGROUND - relevant to the position applied for

Highest level of education completed or currently pursuing:

Name of educational institute:

Education Major:

GPA:

I agree to allow Storming Robots to verify my educational background with the said institutions in my resume. Agree : Disagree :

What OS and computers types have you operated which relate to the position you have applied for?

Are there any skills, experience, of other qualifications which you feel would assist you in performing the duties of the position you have applied for?

3

If you are applying for a position that requires driving, please complete this section:

Do you have a valid driver's license?

License #:

State:

Note: If you are selected for an interview, you are required to present a copy of your driving record that is not more than 4 weeks old. After being hired, a copy of this driving record will be placed into your personnel file and an annual update will be required.

4

If you decide to retire from your position, you agree to provide STORMING ROBOTS two weeks of notification.

Agree :

Disagree :

Note: Due to the sensitivity of the business nature dealing with children, Storming Robots reserves the right to terminate my employment without providing grace period notification if I violate the company policy and/or no longer able to present competency in my job.

If you are contracted to perform an off-site after school program at the school location, you will be given an additional instruction for professionalism purpose.



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List below your last three employers, starting with the most recent.

Employer's Name: _____ Commencement Date: _____ Departure Date: _____

Reason for Departure: _____

Supervisor's Name: _____ Telephone: () _____

Position(s) Held: _____

Duties: _____

May we contact this employer? (If not, state brief reason): _____

5b

Employer's Name: _____ Commencement Date: _____ Departure Date: _____

Reason for Departure: _____

Supervisor's Name: _____ Telephone: () _____

Position(s) Held: _____

Duties: _____

May we contact this employer? (If not, state brief reason): _____

5c

Employer's Name: _____ Commencement Date: _____ Departure Date: _____

Reason for Departure: _____

Supervisor's Name: _____ Telephone: () _____

Position(s) Held: _____

Duties: _____

May we contact this employer? (If not, state brief reason): _____



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False information given or implied on an application form is grounds for immediate dismissal without further notice.

I hereby state that all information provided is accurate and may be verified by you. I agree that I may be discharged if STORMING ROBOTS at any time learns of falsification or material omission in the information provided on this application form and related documents.

STORMING ROBOTS may contact my former employer in connection with the consideration of my employment with them. All references are hereby authorized to release all information which they may have relevant to my employment with them. I hereby release STORMING ROBOTS, its affiliates, successors, and assigns, and all references from any liability that might be claimed because of information provided by such references.

I agree that I will follow all Company policies, rules, procedures, and all other directions pertaining to my employment. I understand that STORMING ROBOTS reserves the right to add, change, and/or delete any policies, procedures, work rules, and/or benefits at any time.

Applicant Signature: _____

Date: _____

NO CONSIDERATION OF EMPLOYMENT WILL BE GIVEN TO ANY APPLICANT WHO DOES NOT SIGN THE ABOVE STATEMENT.

Note: If you are a full time employee, additional personal information will be required to complete benefit forms after being hired.

STORMING ROBOTS prides itself on being an Equal Opportunity Employer. Employment is based on the employee's competency in performing his/her job, but sex, age, race, religion, ethnicity, or marital status.

Thank you for showing an interest in pursuing a career with STORMING ROBOTS, LLC.



**Think In High Gear
COMPANY'S POLICY**

Storming Robots, LLC
Suite 402, Branchburg Common
3322 Rt. 22 West,
Branchburg, NJ 08876

EMPLOYEES RESPONSIBILITIES

ATTENDANCE / ABSENTEEISM

Be punctual to work days is very important. Consistent absence or tardiness will lead to immediate termination of employment.

PERFORMANCE

Although this is a part-time employment, it is both Storming Robots' and employee's interest that employee will enjoy his/her type of work. Therefore, management highly recommends employees to discuss any concerns and recommendation to improve working environment to help employees to work in their full potential.

As most employees are entitled to a commission based on the amount of workshop participants, employee's contribution to the success of Storming Robots will equate to their own success.

PERFORMANCE OF DUTIES WITHIN ETHICAL AND LEGAL GUIDELINES

Storming Robots will not ask, nor will it ever expect, an Employee to act or perform duties which would compromise that Employee on ethical or legal grounds.

REPORTING ALL LEGAL VIOLATIONS

Storming Robots does expect any Employee to report any confirmed or suspected legal violations of any statute known to the Employee.

COOPERATION IN PROVIDING A SAFE AND NON-HOSTILE WORK ENVIRONMENT

Storming Robots expects all Employees to cooperate in the maintenance of a safe, non-hostile workplace. Employees are expected to work in ways which will not endanger themselves or others. Employees are expected to maintain themselves and their work areas so as not to create a hostile or offensive workplace for others. Concerns or incidents compromising either situation should be reported to the management immediately.

CUSTOMERS' SAFETY

Our customers' safety should be our utmost concern, especially when they are children. Should there be children choose to act against our code of conduct, Employee must report to the management, as it is essential to keep the workshop environment as safe and pleasant to other participants.



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ORGANIZATIONAL ENVIRONMENT

SMOKING

Storming Robots promotes and enforces a smoke free environment. Smoking is allowed in designated outside areas only.

SUBSTANCE ABUSE

Storming Robots will strongly enforce an abused substance free workplace. Employees working while under the influence of drugs or alcohol will be removed and employment will be terminated upon the first offense.

VIOLENCE IN THE WORKPLACE

Storming Robots promotes and enforces a policy against violence in the workplace wherever such actions are under its control. In the area of Employee conduct, Storming Robots has control and will investigate all reported incidents of actual violence or intimidation in the workplace.

If the investigation shows that an employee (or employees) is (are) at fault, offender will be subject to disciplinary action up to and including termination.

Storming Robots will also strive to maintain the safety of employees from outsider violence.

If an Employee feels that a policy or procedure could be improved to prevent workplace violence, he/she should present the idea to the management.

DRESS CODE

All employees must dress in a dignified fashion as they are viewed as instructors and mentors roles. Employees will be expected to dress in professional manner in an academic environment. Employees' dress should reflect this concept. In most occasions, Storming Robots may provide polo shirts with company's logo.

Employees, disregard to their gender, will be required to wear button down oxford shirt or polo shirts, and full length khakis slacks, NO sweatpants. 1) All clothes should be neat, clean and no holes, please. 2) Shoes should be closed toed, but sneakers are acceptable. 3) Employees should be clean, groomed and presentable. 4) For ladies, no revealing clothing, such as but not limited to, tank tops, spaghetti straps, "belly shirts", mini-skirts. No variations of the dress code will be permitted.

If employees are supplied company shirts, employees will be fully responsible for keeping their shirts in good condition for work. Employees will be responsible for the pants at their own expense.

✎ Acknowledgment of Receipt and Reading of Company's policy. ✎

I have received a copy of the Company Policy outlining the responsibilities as an employee. I have read the information contained in this guideline and it has been explained by the management. If I have any questions, I should contact the management. I understand that the company policies article is not an employment contract, but does provide the organizational employment policies by which I am governed.

I agree to comply with the guidelines and policies of Storming Robots. This article is subject to change without notice. It is understood that changes in procedure will supersede or eliminate those found in this article and I will be notified of such changes through normal communication channels.



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Employment Drug Screening & Background Check Consent

If employment is offered,

- I agree to request national level criminal history check. (Company will provide you the process information)
- I agree to conduct a basic pre-employment drug screening at a clinics designated by the employer.

Employee will be reimbursed for both expenses.

_____ Name of Employee (print) _____ Date
_____ Signature of Employee _____ Date

Storming Robots