

# Employment Form

- 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.
- Due to the anticipated volume of responses, we will only contact candidates that closely match our requirements. To be considered for this position submit a completed employment application including your resume, and 3 references

**0** **POSITIONS** (you may check additional if you are interested.)

Robotics Workshop Instructor                       Technical Courseware Developer/Writer

Robotics Workshop Assistant                       Office Clerical Work

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Part     Full time

**1** **EMPLOYEE CONTACT & PERSONAL INFORMATION**

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Name: \_\_\_\_\_ Telephone: ( \_\_\_\_\_ )

Email Address: \_\_\_\_\_  
*(Please print clearly)*

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

SSN: \_\_\_\_\_ **Do not need to fill SSN before interview.** D.O.B.: \_\_\_\_\_

If you are not USA citizen, do you hold work VISA?     Yes /  No    *(skip this if not applicable)*  
(Proof will be required upon hire)

Seeking Employment Terms:     Summer     School Year     Other specifics:

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Specify Availability within a week:

***(Only for applicant: You need to put in minimum expectation. If you have been offered a position, you do not need to fill this.)***

Wage or salary: \_\_\_\_\_

**2** **TRANSPORTATION**

Your position requires you to provide your own transportation. Please complete this section:

Do you have a valid driver's license?     Yes /  No

License #: \_\_\_\_\_ State: \_\_\_\_\_

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**EDUCATION BACKGROUND**

Must Attach a resume, or email to [office@stormingrobots.com](mailto:office@stormingrobots.com).  
Highest level of education completed or currently pursuing:

Name of educational institute (if you are still in school) :

BS/MS Major:

GPA:

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

Are there any skills, experience, of other qualifications (not reflected in your resume) which you feel would assist you in performing the duties of the position?

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**PROBATION PERIOD AND AGREE TERMINATION NOTIFICATION**

**Note:** Due to the sensitivity of the business nature dealing with children:

- a) There will be one month of probation period which may or may not include training period, depending on each individual’s readiness for their role at SR. After the probation period, employment will be under assessment again in order to determine continuation.
- b) 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.
- c) If you decide to retire from your position, you agree to provide STORMING ROBOTS two weeks of notification.

Sign here: \_\_\_\_\_

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**BACKGROUND CHECK AGREEMENT**

**Note:** Due to the sensitivity of the business nature dealing with children, Criminal Background Check is mandatory. Storming MUST conduct Criminal Background Check on all employees.

Sign here: \_\_\_\_\_ to approve SR to conduct criminal background check.

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**DIRECT DEPOSIT: (Do NOT Enter this if you are currently applying for a position.)\_**

Bank Routing Number:

Account number:

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**AGREEMENT CLAUSE**

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.

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

Name: \_\_\_\_\_  
print

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

**STORMING ROBOTS** prides itself on being an Equal Opportunity Employer. Employment is based on the employee's competency in performing his/her job, not gender, age, race, religion, ethnicity, or marital status.

# Company's Policy

## Storming Robots, LLC

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

### *GENERAL EMPLOYEES RESPONSIBILITIES*

#### *ATTENDANCE / ABSENTEEISM*

**Be punctual to work days is very important. Consistent absence or tardiness will lead to termination of employment. For instructional role, you must be in about 15 minutes before class starts for your prep work.**

#### *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.

#### *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.

## ***ORGANIZATIONAL ENVIRONMENT***

### ***SMOKING***

Storming Robots promotes and enforces a smoke free environment. Absolutely NO smoking in any part of the center. 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 modest and 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. 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.

Please note that the following are considered unprofessional and should not be worn while at work:

- ⊕ Rubber flip flops or shoes that would be worn for beach or pool activities.
- ⊕ Clothes and accessories, tattoos, jewelry/piercings, extreme styles or hair colors (i.e.; green, blue, purple, pink, etc.) that are distracting to the learning environment.
- ⊕ Facial piercings, nose piercings, tongue piercings, gauges in ear lobes or elsewhere that are visible, or excessive earrings.

### ***MODEST AND PROFESSIONAL DRESS CODE***

- ⊕ Visible cleavage, when standing or when bending over.
- ⊕ No visible undergarments
- ⊕ No bare midriffs
- ⊕ Skirts should be the appropriate length to allow for standing or sitting in public (no more than three inches above the center of the knee).

- ⊕ No bare shoulders (strapless, spaghetti straps or tops with straps less than 2 inches wide- unless worn under Jacket, blouse; dress or sweater).
- ⊕ Sleeveless blouses that meet all the other criteria within this Regulation may be acceptable.
- ⊕ Neat clothing is clothing/apparel with:
  - no holes/tears;
  - Not excessively wrinkled

*⌘ 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.

*EMPLOYMENT BACKGROUND CHECK CONSENT*

I agree to request national level criminal history check at the company’s expense.

(Company will provide you the process information)

\_\_\_\_\_  
Name of Employee (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature