



2012 Summer Intensive Chaperone Application Packet

Dear Applicant,

Thank you for your interest in the Milwaukee Ballet Summer Intensive Chaperone Position.

The application process involves the following:

- 1. Become familiar with Milwaukee Ballet's Summer Intensive Program by visiting www.milwaukeeballet.org**
- 2. Review the chaperone expectations below**
- 3. Complete and submit the following paperwork by March 1, 2012. Item should be submitted as one file sent via email (preferred) or mailed to the address below.**
 - a. Cover letter describing why you are interested in the chaperone position and what you hope to gain from the position**
 - b. Resume highlighting experiences related to chaperone work (dancers, do not send dance resume)**
 - c. Three references (name, contact information, description of relationship)**
 - d. Application (below)**
 - e. Signed Background check forms (below)**

After your application is reviewed, I will contact you for an interview. Interviews can be conducted over the phone or in person, depending on your location. It is our intention to hire the chaperone staff after our Summer Intensive program registration deadline of March 15. Once we know the number of students attending our program, we will know the number of chaperones we will need to hire.

If you have any questions during this process, please contact me at rgriswold@milwaukeeballet.org.

Thank you again for your interest in the Milwaukee Ballet Summer Intensive Chaperone position.

Most Sincerely,

Renee Griswold
Milwaukee Ballet
School General Manager
504 W. National Avenue
Milwaukee, WI 53204
rgriswold@milwaukeeballet.org



EXPECTATIONS OF MILWAUKEE BALLET SUMMER INTENSIVE CHAPERONES

Positions Available: Live-in Chaperones or Part-Time Chaperones
Dates of Employment: Friday, June 15- Saturday, July 30, 2012
Employer: Milwaukee Ballet School, 504 W. National Ave., Milwaukee, WI 53204
Location of Employment: Sandburg Halls at University of Wisconsin-Milwaukee

Description/Qualifications: Supervise young dance students ages 11-17 for Milwaukee Ballet School summer camp/program. Must be mature, responsible individual with prior Resident Assistant, Camp Counselor, or teaching experience. Dance experience not required. Chaperone, supervise, and plan activities for the students. Chaperones must be at least one year post high school at the start of the program. All chaperones with dance experience may attend Milwaukee Ballet School classes when not on-duty. Chaperones can not be students enrolled in the 2012 Milwaukee Ballet Summer Intensive Program.

Salary: Live-in Chaperone - \$275 per week plus single room, full meal plan and parking at UWM-Sandburg Halls
Part-time Chaperone - \$10 per hour, housing or meal plan not included, parking is available

CHAPERONE RESPONSIBILITIES

STUDIO CHAPERONE/RECEPTIONIST: Each day a chaperone rides the first bus to the studio with the students. Upon arrival, the chaperone sits at the front desk and is available to assist student during the day. In addition, projects may be assigned from various company departments allowing chaperones to learn about other areas of the organization.

LOUNGE: Chaperones must stay in the lounge and monitor all activity, check students in and out, and monitor the cards so we know when to expect students to return.

ROVER: The rover **MUST BE SEEN**. Check the cards to determine the locations of the students and `rove' over to let them know we are available whenever they need us. The rover also makes sure the students are following the guidelines we have set for them.

ACTIVITY: Chaperones are responsible for planning and supervising the evening activities. Some of the activities are pre-planned (meeting night, laundry exchange, etc.) but there are nights when the activities will vary. Daylong field trips will be scheduled on Saturdays.

Please note: None of these duties allow for time to spend in your room, on the phone, or for guests to come and visit. (Unless you are on official time off) You are needed to back-up the people on the schedule in case of an unusual situation or emergency. If you need a break or something comes up, PLEASE see the Residence Hall Manager and an attempt will be made to help. Remember, **COMMUNICATION AND FLEXIBILITY IS KEY TO OUR SUCCESS**.

CONFRONTATION: Although this may be the most difficult part of your job, it is important that you confront problem situations as soon as they arise with any student or group of students. If problems are let go for a time, they may easily compound themselves. Whenever a student presents a problem, whether it be an infraction of a UWM or Milwaukee Ballet rule, skipping classes, or a general attitude problem, talk immediately with the student and let him/her know that such behavior is unacceptable and that his/her actions will be reported to Milwaukee Ballet Administration. Students who present serious problems or who regularly break rules will meet personally with the Summer Program Director or General Manager. Actions taken as a result of these offenses are the sole decision of the Summer Program Director.

STAFF MEETING: The Residence Hall Manager will conduct a weekly meeting to discuss the weekend events, past week issues, future activities, etc.

SCHEDULING

The chaperone schedule will be made by the Residence Hall Manager and shifts can only be changed with the Residence Hall Manager's permission. It is imperative that problems or conflicts with the schedule are discussed with the Residence Hall Manager as soon as they are discovered. The Residence Hall Manager must be notified of emergency changes in the schedule. On this sample schedule, chaperones are each assigned a letter and follow that schedule. PT = Part-time.

On the weekends, the chaperone listed on the schedule is on-duty from 8 am-11 am. At 11 am, the rest of the staff needs to be ready to go and the morning duty chaperone will have until noon to get ready for the day. This may vary however, depending on the weekend activity. There will be at least 2 chaperones accompanying the students on the excursions and at least 2 chaperones remaining at Sandburg.

DAYS OFF: Each chaperone will receive 24 hours off during the week. These days will be the same each week, unless prearranged. In addition, each chaperone will receive 2-4 hours off on Saturday and/or Sunday. These hours will be determined by the activity and will therefore, vary each week.

| SAMPLE SCHEDULE | | | | | | |
|--------------------------------------|-------------------------------------------|------------|-------------|------------|--------------|------------|
| Duty | Time | Mon | Tues | Wed | Thurs | Fri |
| Day Off | 7:00a.m.-7:00a.m. | A | B | C | D | E |
| Bus Check/Open Campus Studios | 8:00-9:00a.m. & 12:30-1:00p.m. | B | C | D | E | A |
| Studio Chaperone/Receptionist | 8:00a.m.-5:00p.m. | D | E | A | B | C |
| Lower Lounge/late bus check | 7:00a.m.-12:00p.m. | C | D | E | A | B |
| Lower Lounge | 12:00-5:00p.m. | E | A | B | C | D |
| Lower Lounge | 5:00p.m.-bed check | PT-A | PT-B | PT-C | PT-A | PT-B |
| Upper Lounge | 5:00p.m.-bed check | PT-B | PT-C | PT-A | PT-B | PT-C |
| Activity | evening | varies | varies | varies | varies | varies |
| Rover | 6:00p.m.-second curfew | varies | varies | varies | varies | varies |
| Bed Check | at designated times | D | E | A | B | C |

AND LAST BUT NOT LEAST:

- When in doubt, ASK!
- Keep all adult humor to yourself.
- Keep private information discussed between students and staff members confidential.
- Stay professional while dealing with situations
- Always have another staff member present while speaking privately with a student.

Chaperones must maintain open lines of communication as a team so we can keep everything running smoothly. Chaperones need to get to know the students, as we are their family and friends while they are in the program. Chaperones need to know the students so they can recognize potential conflicts and problems. Chaperones need to work as a team. Support each other as a team by being responsible for their duties. Everyone must carry an equal load in order for this program to work.

After reading this information you are interested in applying for the Milwaukee Ballet Summer Intensive Chaperone Position, please continue with the application process.



Milwaukee Ballet

Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Date _____

Last name _____ First name _____ Middle name _____

Street Address _____

City _____ State _____ ZIP _____ Day Telephone _____

Email Address _____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.) Yes No

Are you looking for full-time (live-in) or part-time chaperone employment? Full-Time, Live-In Part-Time

Have you ever been convicted of a felony? (This will not necessarily affect your application.) Yes No

If yes, please describe conditions _____

Have you ever applied for employment at Milwaukee Ballet? Yes No

When? _____ What position? _____

Have you ever been employed by Milwaukee Ballet? Yes No

When? _____ What position? _____

Are you presently employed? Yes No May we contact your present employer? Yes No

Emergency Contact

In case of emergency, please notify:

Name _____ Phone _____

Address _____

Application, continued. Please Read Before Signing:

I certify that all information provided by me on this application is true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application.

I authorize my previous employers, schools, or persons listed as references to give any information regarding employment or educational record. I agree that this company and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with this company, I will comply with all rules and regulations as set by the company in any communication distributed to the employees.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I am required to provide approved documentation to the company that verifies my right to work in the United States on the first day of employment.

I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I hereby acknowledge that I have read and understand the above statements.

Signature _____ Date _____

CONSUMER DISCLOSURE for Background Investigation

For the benefit of the Organization, Employees, Clients, and Strategic Partners, **Milwaukee Ballet** has a policy of pre-employment background screening reports on job applicants as a condition of employment. This policy is a business necessity that protects everyone by helping to promote a safe and profitable workplace. All pre-employment inquiries are limited to information that affects job performance and the workplace. It is conducted in accordance with applicable federal and state laws including the federal Fair Credit Reporting Act (FCRA). The screening will be conducted by an outside agency – USA-FACT, Inc. As a result, the employer may obtain a Consumer Report and/or an Investigative Consumer Report on you as an applicant or during employment.

1. A Consumer Report consists of information deemed to have a bearing on job performance, and may include information from public and private sources, public records, former employers, and references. The scope of the report may include information concerning your driver record, civil and criminal court records, credit, workers' compensation records, education, credentials, identity, past addresses, social security number, previous employment and personal reference.
2. A Consumer Report may also include reference checks from former employers, co-workers or references. Any past employment reference check is limited to job related information. These are known as an "investigative consumer report." This type of report is legally defined as a report based upon interviews that may contain information relating to character, general reputation, personal characteristics or mode of living. You may have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights. To receive this information or to inspect any files concerning such a report or to determine if a report on you has been requested, you may contact the employer or USA-FACT at 800.547.0263 or at 6200 Box Springs Blvd., Riverside, CA 92507. You may also contact us via our consumer web site at www.reviewmyreport.com.
3. In using a consumer report for employment purposes, before taking adverse action based in whole or in part on the report, the person intending to take such adverse action shall provide to the consumer under this title, as prescribed by the Federal Trade Commission section 609 (c) (3).
4. California Provision. In California, any report concerning a consumer's character, general reputation, personal characteristics or mode of living is defined as an Investigative Consumer Report. In addition to your rights under federal law, you have the following additional rights in California. You have the right to inspect USA-FACT's files during normal business hours and on reasonable notice. The inspection may be in person, by certified mail, or by telephone if the individual shows proper identification and pays for any copying or toll charges. The applicant may be accompanied by one other person who must show proper identification; and trained USA-FACT personnel will explain any of the information in the report and will provide written explanation for any coded information.
5. CALIFORNIA, MINNESOTA, AND OKLAHOMA APPLICANTS ONLY:

I request a copy of my consumer report I waive my right to a copy of my report

I hereby consent and authorize **Milwaukee Ballet** and/or USA-FACT on the employer's behalf, to prepare a report as defined above for employment purposes:

Signed: _____ Today's Date: _____

Print Name: _____

Give Copy with Summary of Rights to applicant. Retain copy for your files.



CONSUMER AUTHORIZATION for Background Investigation

1. In connection with my application for employment, I hereby authorize Milwaukee Ballet to request any present or former employer, school, police department, financial institution or other persons having personal knowledge about me to furnish the consumer reporting agency or bearer with any and all information as to my character, general reputation, personal characteristics, and mode of living in connection with my application for employment. This information may reveal my work habits, including oral assessments of my job performance, experiences and abilities, along with reasons for termination of past employment.
2. I further authorize Milwaukee Ballet to obtain information and records that includes, but is not limited to, credit history, criminal record, civil matters, driving record, previous employment, education verification, and professional license verification. A consumer report containing injury and illness records and medical information may be obtained after a tentative offer of employment has been made. Information is being procured from:
USA-FACT, Inc. ■ 6200 Box Springs Blvd. ■ Riverside, CA 92507 ■ 800.547.0263
3. In exchange for the employer's consideration of my employment application, I agree not to file or pursue any complaints, claims or legal actions of any kind against USA-FACT for providing the aforementioned information. I also agree not to file or pursue any complaints, claims or legal actions against Milwaukee Ballet or any of its employees, representatives, or agents arising out of or in any way related to conducting a reference check or background investigation.
4. I am consenting that a photocopy of this authorization be accepted with the same authority as the original, and I specifically waive any written notice from any present or former employer who may provide information based on this authorized request. I understand this authorization is to be part of the written employment application that I sign.
5. I have been given a stand-alone consumer notification that a report will be requested and used for the purpose of evaluating me for employment, promotion, reassignment or retention as an employee. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for Milwaukee Ballet to procure consumer reports or investigative consumer reports at any time during my employment period.
6. I am entitled to receive a free copy of my consumer report before any adverse decision of possible employment is made because of information obtained within my report.

I request a copy of my consumer report

I waive my right to a copy of my report

Print Name:

Signature:

Today's Date:

Mailing Address:

City, State, Zip:

Telephone No. (include Area Code)

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AKA's: (maiden name, etc.)

Date of Birth (for id purposes only)

Social Security Number (for id purposes only)

Driver's License Number:

State of issue:

The following States require sex and race information: GA, ID, MT

Male Female

THIS PAGE CONTAINS SENSITIVE INFORMATION. KEEP ONLY IN SECURE FILES and SEPARATELY FROM PERSONNEL RECORDS.

Para informacion en espanol, visite www.ftc.gov/credit o escriba a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W. Washington, DC 20580

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA.

For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.

You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report; you are the victim of identify theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

You must give your consent for reports to be provided to

employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.

Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-800-916-8800.

You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

Identity theft victims and active duty military personnel have additional rights. For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS: CONTACT:

Consumer reporting agencies, creditors and others not listed below
Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357

National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)
Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743

Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)

Federal Reserve Board Division of Consumer & Community Affairs
Washington, DC 20551 202-452-3693

Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)
Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929

Federal credit unions (words "Federal Credit Union" appear in institution's name)

National Credit Union Administration
1775 Duke Street Alexandria, VA
22314 703-519-4600

State-chartered banks that are not members of the Federal Reserve System

Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100
Kansas City, Missouri 64108- 2638 1-877-275-3342

Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission
Department of Transportation , Office of Financial Management
Washington, DC 20590 202-366-1306

Activities subject to the Packers and Stockyards Act, 1921
Department of Agriculture Office of Deputy Administrator - GIPSA
Washington, DC 20250 202-720-7051