

STAFF/VOLUNTEER APPLICATION FORM

Weekend Islamic School

PLEASE READ & COMPLETE THE FORM CAREFULLY AND RETURN THE FORM TO AL-MANARAT ACADEMY'S ADMINISTRATIVE STAFF OR TO THE BOARD OF DIRECTORS BY HAND.

DATE: Position you are applying for: Teaching Non-Teaching Volunteer

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| Title of the Position: | |
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| Name [First, Last]: | <input type="checkbox"/> Male <input type="checkbox"/> Female | |
| Address: | | |
| City: | State: | Postal Code: |
| Phone: | Cell: | |
| E-mail Address: | | |
| Social Insurance # | | |

1. Educational Background:

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2. Teaching Experience:

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3. Special Training (workshops, computer, Arabic, etc.):

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4. Major Strength:

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5. Any history of felony conviction: YES NO

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6. Any Serious Medical Condition

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7. Reference:

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|------------------------------|---------------------------------------------------------------|
| Name [First, Last]: | <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Phone: | Cell: |
| E-mail Address: | |
| Relation with the applicant: | |

Al Manarat Academy Staff/Volunteer's Guideline:

Al-Manarat Academy has certain expectation from staff & volunteers. In order to secure a positive and healthy environment at the School, the staff/volunteers need to have specific skills and competencies:

- 1) All staff/volunteers are expected to perform his/her role and responsibility Islamically and in a professional manner (i.e. staff/volunteers expected to be polite, courteous, and considerate while at service).
- 2) If there is any issue with someone, staff/volunteers should follow certain procedures, please consult and communicate this information with the Al –Manarat Academy Directors. All issues should be resolved with mutual respect, consultation and participation. All issues must be School related issues and must be strictly non-personal.
- 3) The staff/volunteers are encouraged to work as a team to help each other and to share knowledge and experience with each other.
- 4) Any improper behavior such as verbal abuse (i.e. shouting, scolding, yelling, cursing, name calling, bullying, etc.) and physical contact are not allowed.
- 5) Failure to meet the school's expectations may trigger counseling.
- 6) Staff/Volunteers may be asked to step down if conflict situation is out of control, or conflict is not resolved. Al–Manarat Academy Directors may be consulted in such situations.
- 7) All staff/volunteers are expected to modestly and Islamically dressed.
- 8) A commitment to make this School a better place to worship, learn and above all earn Allah's ﷻ pleasure.
- 9) Teachers are expected to:
 - Seek out and utilize alternative learning activities within the classroom.
 - Learn and utilize alternative techniques in dealing with behavior within the classroom.
 - Confer with parents making certain that problems and alternatives are presented in layman's language.
 - Inform and involve an administrator when appropriate.
 - Safeguard the rights of students from violated by other students.
 - Be aware of and enforce school rules inside and outside the classroom whether or not student is assigned to him/her.
 - Be with the students for the full duration the specified class time: Not leaving the students unattended.
 - Be aware of and follow Al-Manarat Academy's policies and administrative regulations pertaining to discipline and regulations.

Teacher/Volunteer Compensation Agreement:

I am fully aware of all the information, Guideline, Policies and Code of Conduct and I am willing to support and cooperate with the school.

I hereby consent to attend the assigned sessions at Al-Manarat Academy and: (Tick A or B)

A. Serve for the sake of Allah ﷻ and do not require any monetary payment.

B. Serve for the sake of Allah ﷻ but would also like to get paid for my time and effort.

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Note:

- Payment terms will be decided and communicated to the staff.
- In some cases, the school may observe the individual for a period of time to see his/her commitment, consistency of actions, moral behavior, etc.

I, _____, attest that all the information in the “Staff/Volunteer Application Form” is correct.

Applicant's Name (Print Name)

Applicant's Signature

Al –Manarat Academy Directors / Representative (Print Name)

Signature