



## **Work Study Program, FALL 2016**

**Application Deadline: *Tuesday, September 6<sup>th</sup> @ 10:00am***

(Applications must be completed and turned in by this date and time. Late applications will NOT be considered)

### **Program Requirements:**

**To qualify for Work Study, a student must be:**

- **At least 14 years old**
- **Taking Intermediate/Advanced level classes.**

Work Study applications are accepted twice per calendar year (before the Fall and Summer sessions.) Students accepted into the Work Study program in the Fall will continue through the Winter and Spring sessions.

### **To Apply:**

To apply for Work Study, please follow the steps below:

- Complete the ONLINE class request registration process (*class requests need to be submitted online by Tuesday, September 6th at 10:00 a.m.*)
- Submit this application via email ([liz@circusjuventas.org](mailto:liz@circusjuventas.org)), fax 651-699-4395, or drop it by the front desk. Please fill out the application in its entirety, including the student's availability and paragraphs about why your family is seeking assistance. *\*These paragraphs may be printed and attached or hand-written in the section provided on page 4\**

Work Study hours allotted to each student will be evaluated based on the following criteria:

- Class requests (entered through the online registration process)
- Financial need (to be outlined in the paragraph section in this application)
- Student's previous attendance and attitude/completion of Work Study hours (if applicable)
- Eligibility for our student coaching program (as determined by the Directors)

### **About the program:**

The Circus Juventas Work Study Program is designed to help senior students (ages 14 and older). Therefore, this program will only be granted to the most dedicated students who:

- Show professionalism in dress and attitude toward fellow students, coaches, and staff
- Promptly attend scheduled classes and assigned Work Study times
- Prove to be responsive communicators who can handle the responsibility of a weekly schedule
- Execute their assigned tasks thoroughly and thoughtfully

***All Work Study students are required to attend mandatory load-ins and strikes for all events and building rentals at CJ. These dates vary throughout the year. You can anticipate work calls around our annual Gala, Spring/Summer show performances, as well as various building rentals throughout the year. CJ Staff will inform you of these specific dates promptly as they arise.***

The Director(s) of Circus Juventas reserve the right to:

- Determine if the student is eligible for Work Study
- Limit the amount and type of Work Study a student/family may receive
- Terminate the student's Work Study at any point during the year due to missed work shifts or displaying negative or inappropriate behavior

All Work Study students, new and returning, are required to read the Circus Juventas Work Study Policies and Procedures (hard copies may be picked up at the front desk or found online <http://circusjuventas.org/workstudy-program/>). Your signature at the bottom of this page indicates that the document has been read and understood.

By printing and signing below, I am acknowledging that:

1. I have read the Circus Juventas Work Study Policies and Procedures document.
2. I am committed to fulfilling my agreement of exhibiting pride and professionalism in my dress and actions.
3. I will display appreciation for the trust Circus Juventas is placing in me by accepting me into this program.
4. I will commit to all required activities, including scheduled weekly hours and mandatory work calls/trainings.

Printed name: \_\_\_\_\_ Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Student Name: \_\_\_\_\_ Parent(s) Name(s): \_\_\_\_\_

Student Age: \_\_\_\_\_ Student email address\*: \_\_\_\_\_

Student Grade (16-17 Year): \_\_\_\_\_ Parent(s) email address\*: \_\_\_\_\_

*\* Most of the correspondence done between CJ Staff and Work Study students is conducted via email. While emails will be addressed to the students and they are encouraged to handle a majority of their Work Study communications themselves, parents will always be CC'd as an FYI. If more than one parent wishes to be included in Work Study emails please be sure to write all emails above. \**

### **SCHEDULING AND AVAILABILITY**

**\*\*This section is one of the most important sections in this application!! Please read EVERYTHING carefully!\*\***  
**The Work Study Coordinator will look closely at your CJ class schedules to match your Work Study schedule up as much as possible. Use this section to list any conflicts OUTSIDE of CJ—you will NOT be scheduled for Work Study during these times.**

The Work Study Coordinator uses this information to create student's work schedule so *be specific*, and if something changes, EMAIL LIZ ([liz@circusjuventas.org](mailto:liz@circusjuventas.org))! Anything listed here will be factored into your schedule that the Work Study Coordinator creates. **Failure to update availability BEFORE the Work Study schedule is released may result in loss of hours or the ability to continue Work Study all together. Once the schedule is complete, the Work Study Coordinator cannot guarantee that scheduling switches can be accommodated. SO YOU MUST EMAIL LIZ if there are ANY changes to your availability (example: if you get a new job, if you find out your piano lesson is moved to Thursday, etc). So make sure to double check your calendars!**

Think VERY CAREFULLY about your availability. List weekly conflicts (church, sports practice, music lessons, recurring doctor appointments) or any long term conflicts (you'll be gone for 4 weeks in Europe). One time conflicts (band concert, family reunion, graduation) don't need to be listed on this application as those conflicts will be handled once the student has been accepted into the program. **Circus Juventas may deny acceptance based on availability. If you have continuous weekly conflicts and will not be able to attend your regular weekly hours, please consider whether Work Study is something you can commit to at this time.**

In the chart below, put an X in each box where you are NOT available. **Any box left unchecked means you could be scheduled.** (For example, if all of Wednesday is left unchecked you could be scheduled regardless of whether you have classes.) Feel free to elaborate more in the open space below the chart or attached an additional sheet. Please be as specific as possible.

Again, only put an X in boxes for conflicts OUTSIDE of CJ. You do not need to cross out your class times as that schedule will be checked by the Work Study Coordinator once your classes have been finalized.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		SATURDAY
4PM						9AM	
5PM						10AM	
6:15 PM						11AM	
7:15 PM						12:15PM	
8:15 PM						1:15PM	

Write additional scheduling/availability notes here (or attach additional sheet). Please be as specific as possible.

**Number of hours requested (per week)\*:** \_\_\_\_\_

*\*Students are discounted at a rate of \$8.50 per hour worked. Please indicate the number of hours you would like to be awarded per week, not per session\**

**PLEASE NOTE:** CJ Staff will assign hours for Work Study once the Director has given approval and registrations are processed for classes; it is possible for an applicant to be granted a different number of hours than is requested.

Circle/highlight **ALL** acts you are **INTERESTED IN COACHING** below:

<u>Aerial</u>	<u>Acrobatics</u>	<u>Balance</u>	<u>Theatre/Dance</u>	<u>Juggling</u>
Grid	Acrobatics	Contortion	Clowning	Juggling
Hoops	Moroccan Pyramids	German Wheel	Dance	
Intro to Aerial	Trampoline	Globes	Theatre	
Ladder Trapeze	Vault Mini	Handstands		
Low Casting		Unicycle		
Mini Hammock		Wire		
Multiple Trapeze				
Side by Side		<b>Cross Training</b>	<b>Experience Classes</b>	<b>Toddler/Kinders*</b>
Silks		Prep Team	Acrobatics Experience	Toddlers
Spanish Web			Aerial Experience	Kinders
Star Trapeze			Balance Experience	*this usually means Sat hours!
Static Trapeze			Circus Experience	
Straps				
Triple Trapeze				

Are you interested in working in the office?      Circle:      Yes      No

**MARK YOUR CALENDARS!**

There will be a Work Study orientation session on **Thursday, September 15<sup>th</sup> from 4:30-7pm**. This is **MANDATORY FOR ALL WORK STUDY STUDENTS (both new and returning to the program)!**

It will include an orientation of work study procedures and expectations as well as a spotting session for coaches and cleaning tutorial for cleaners. It is **EXTREMELY** important you attend this meeting. Any work study students who do not attend this meeting may have hours taken away or coaching privileges limited. Please RSVP on the lines below:

**RSVP (mark one)**

\_\_\_\_ Yes, I will attend the orientation on Thursday, September 15<sup>th</sup> from 4:30-7pm

\_\_\_\_ No, I cannot attend due to a previous commitment I absolutely cannot get out of

List conflict here: \_\_\_\_\_

The following question will aid Circus Juventas in applying for grants. Any information you supply is helpful.

**Do you qualify for free or reduced lunch from the public school system?**

(circle one)      Yes      No      I don't know

*\*If yes, we encourage you to submit your certificate of approval with this application.*

**Paragraphs (feel free to attach additional sheets):**

1. Why does your family need financial assistance?  
(This should be written by the parent/guardian.)

2. What are you hoping to gain from participating in CJ classes and, specifically, this program?  
(This should be written by the student.)