



**2009-2010 Instructor Training College (ITC) & Hiring Clinic
Registration form**

Please include a Timberline Application (available on-line). Registrations for the Hiring Clinic will not be accepted without a current and complete application form. Please be sure all your reference information includes current phone numbers.

Please return this registration form & employment application as soon as possible to:

Attention: Gordon Garlock, Training Director/ITC/Hiring
773 N.E. Kathryn
Hillsboro, Oregon 97124

Name: _____
Address: _____ City _____ State _____ Zip _____
Phone _____ Alternate Phone _____
Email address _____

_____ I will be attending the ITC/ Hiring Clinic on November 14th, & 15th

_____ I will be attending the ITC/ Hiring Clinic on December 12th, & 13th

I am interested in teaching:

_____ Skiing

_____ Snowboarding

_____ Both Skiing and Snowboarding

_____ Part-time (I can commit to 18 days, including weekends and holidays)

_____ Full-time (Including weekends and holidays)

_____ If offered a position you are able to attend All of the training dates listed in the information below

_____ Please download a Timberline employment application and send the completed application in with this registration form..

Please feel free to contact me at gordongarlock@comcast.net or 503-648-4944 with any additional questions. Please put ITC/Hiring in the subject line.

See following page for important hiring information.

Additional information

If you are offered a position with the Snowboard & Ski School you will be required to attend the following training:

For the November ITC:

New Hire Orientation: November 21st, 2009 - 2pm - 5pm

New Hire Training: November 21st and 22nd (attendance required from 8am - 5pm)

For the December ITC:

New Hire Orientation: December 19th, 2009 – 2pm – 5pm

New Hire Training: December 19th and 20th (attendance required from 8am – 5pm)

Attendance at all training days is required. Training will begin at 8am and continue until 5pm. We recommend bringing your own lunch and snacks.

Please make sure your schedule can accommodate these training days. In order to begin teaching you need to complete the orientation and the two training dates. Those hired for full-time positions will complete their training midweek. Due to business levels these are the only dates available for training. Please plan ahead.

At the new hire orientation you will need to bring I-9 identification. We will not be able to complete the hiring process without this identification so please be prepared.

The most common forms of identification used to complete the I-9 form include the following:

A current or expired US Passport/ OR
Driver's License AND U.S. Social Security Card

Other forms of ID can be used. Please let us know if you need a list of accepted forms of identification. You can order a copy of your social security card at any office of the Social Security Administration. Allow plenty of lead time to receive your copy.

Our children's programs are our largest and fastest growing products. We are hiring primarily for these programs and you will be scheduled to work in one of the children's programs most days of your commitment.

Please consider the dates outlined in these letters. Teaching can be very rewarding and a lot of fun but it is a significant commitment. We hope this information will help you to make an informed decision and look forward to your participation in our hiring event and ITC.

We are very excited about the direction we are heading and thank you for your interest in becoming part of the Timberline Snowboard & Ski School team.

If you have any additional questions or need further assistance please email Gordon Garlock, Technical Director at gordongarlock@comcast.net or call 503-648-4944. Please put ITC/Hiring in the subject line.