



## 2018-2019 Instructor Training College (ITC) Registration Form

Please include a Timberline Application (available on-line). Registrations for the ITC 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:

Timberline Ski & Ride School  
Attention: Michael Jennings ITC/Hiring  
27500 E Timberline Road  
Timberline Lodge, OR 97028

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Interviews will be scheduled in early to mid October.**

I am interested in teaching:

- Skiing
- Snowboarding
- Both Skiing and Snowboarding

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

Part-time (I can commit to 25 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 following Hiring Information.

## Hiring information

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

- ITC: 11/10, 11/11
- New Hire Orientation: 11/17
- New Hire Training: 11/17 – 11/18, 12/1 – 12/2

Your attendance at all training days is mandatory. 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 all training dates. These training days will not count toward your 18/25 day commitment. 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.

Prior to the new hire orientation you will need to complete the hiring packet; this will be handed out at the end of the ITC. You will need to provide acceptable documents for the **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 US Passport **or**
- Driver's License AND U.S. Social Security Card or Birth Certificate

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.

Please consider the dates outlined in these letters. Teaching is 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 we look forward to your participation in our ITC.

Thank you for your interest in becoming part of the Timberline Ski & Ride School. If you have any additional questions or need further assistance please email [mjennings@timberlinelodge.com](mailto:mjennings@timberlinelodge.com) (put "2018/19 ITC" in the subject line) or call 503-272- 3703.