

**SQUARE ONE
PREVENTION AND EARLY
INTERVENTION
TRAINERS NEEDED
REGIONAL AND STATEWIDE**

Square One and VISSTA (Virginia Institute for Social Services Training Activities) partner to deliver Prevention and Early Intervention (PEI) training throughout the Commonwealth of Virginia

Please submit an application package (application, signed position description, application statement, and resume). A trainer's resume should outline content areas of expertise, work experience, adult learning philosophy, content background, and relevant training experiences.

An Employment application package can be downloaded from the website in a PDF file under Trainer Certification.

Employment Package contains:

- Application
- Application statement
- Signed position description
- Resume

Email Marty LaGiglia, Square One Training Manager
mlagiglia@sqone.org or fax to 757-497-5101
Please call 757-552-0293
with any questions.

Content and Course Certification

A trainer who completes all steps in the certification process is considered to be certified. Trainers who possess a current VISSTA (Virginia Institute for Social Services Training Activities) certification are considered exempt.

Square One courses are standardized and competency-based. Therefore, trainers are expected to participate in a thorough study of course materials. Then a series of content area questions are presented via telephone. Square One will notify trainers of any course revisions that require course recertification.

Trainer Evaluation

1. Trainers are expected to contribute to trainees competence on the job
2. Trainers are monitored through observations and performance evaluations and reviews
3. Trainers are expected to receive consistent participant evaluation scores of a 4 or above
4. Trainers may be decertified for the following reasons:
 - Unavailable to train
 - Violation of contract
 - Conduct and attitude issues that are reflected during training
 - Poor performance evaluations
 - No longer a need for trainers
 - Contingent upon funding

SQUARE ONE
SUCCESS IN SCHOOL BEGINS AT SQUARE ONE

Employment Application

(A resume should be attached but may not be submitted in lieu of fully completing this application).

Applicant's full name _____
Last First M.I.

Present Mailing Address _____
Street City State Zip

Telephone Numbers () _____ Home () _____ Work _____

Social Security Number ___ - ___ - _____ Email Address: _____

I. Employment: Check desired position(s)

- Course Developer (Specify content areas): _____
- Course Trainer (Specify courses): _____
- Program Coordinator
- Program Manager
- Other _____

II. Education/Professional Training (List chronologically)

Level of Education	School/University	State	Field of Study	Degree	Graduated	Dates
High School						
College/University						
College/University						
College/University						

III. Training Experience(List chronologically)

Organization	Type of Training	Content Area	Dates	Supervisor	Telephone Number

IV. Licenses and Professional Certification

A. Type of License: _____ Expiration Date: _____

B. Other professional certificates: _____

C. Other skills, software, or equipment you can operate: _____

V. Employment History

May we contact your present employer now? Yes ___ No ___

Present Employer

Name/Location: _____ Salary: \$ _____
Position Held: _____ Dates (list mo. /yr.) From ___ To ___
Duties Performed: _____ Full Time ___ Part Time ___
Supervisor's Title: _____ Telephone: _____
Reason for Leaving: _____

Previous Employer

Name/ Location: _____ Salary:\$ _____
Position Held: _____ Dates (list mo. /yr.) From ___ To ___
Duties Performed: _____ Full Time ___ Part Time ___
Supervisor's Title: _____ Telephone: _____
Reason for Leaving: _____

Previous Employer

Name/Location: _____ Salary: \$ _____
Position Held: _____ Dates (list mo. /yr.) From ____
To ____
Duties Performed: _____ Full Time ____ Part Time ____
Supervisor's Title: _____ Telephone: _____
Reason for Leaving: _____

VI. References

Name of References	Title	Organization	Address	Telephone

VII. Conditions

Employment will not be offered until the application process has been completed. This process requires receipt of the following: Application, Application Statement, Signed Position Description, and Resume). It is the responsibility of the applicant to notify Square One of any changes in contact information.

All material submitted becomes the property of Square One.

My signature below authorizes Square One to conduct a reference check. I unconditionally certify that I have made true, correct and complete answers and statements on this application.

Signature of Applicant _____

Date _____

Please return application to:
Square One
287 Independence Boulevard
Pembroke II, Suite 218
Virginia Beach, VA 23462
757-552-0293 Telephone
757-497-5101 Fax
www.SqOne.org