



NMH Summer Session

FACULTY/STAFF APPLICATION FORM

PERSONAL INFORMATION

| | |
|--|--------------------|
| Name | |
| Present position (title and school) | |
| Number of years of teaching experience | |
| Undergraduate college or university | |
| Undergraduate degree(s) received | |
| Graduate work | |
| Graduate degree(s) received | |
| Home address (or box number, if NMH faculty) | |
| Home telephone | () |
| Mobile/cell phone | () |
| E-mail address (Please check preferred email) | Work: Personal: |

DESIRED RESPONSIBILITIES

Check the area(s) in which you wish to work.

Lead teacher: list course titles below (*refer to our website for full list of course offerings*)

House director Librarian Director of Student Activities Director of Athletics

Other (*specify*) _____

continue to page 2 - remember to read and sign the final section

APPLICATION DEADLINE AND PROCEDURES

Job offers are made on a rolling basis beginning in late December, as applications are received. Because there are a limited number of courses in each subject area, candidates should submit all materials as soon as possible in order to improve chances of a position being available in their areas of interest. (International applicants: please note that NMH Summer Session cannot issue J-1 work visas.)

REQUIRED APPLICATION MATERIALS

Your completed application form, resume, and two references may be sent:

- by email: summer_session@nmhschool.org
- by fax: 413-498-3112
- by mail: NMH Summer Session, One Lamplighter Way, Mount Hermon, Massachusetts 01354

If sending documents by e-mail or fax, please do not mail hard copies. In the interest of security of personal information, it is recommended that any sensitive information be faxed or mailed.

Current NMH Faculty need only complete the application form.

Please read the following statement carefully before signing:

I understand that if I am selected for employment, I may be required to successfully complete a medical examination as part of my duties may include driving an activity vehicle, which requires a DOT certificate.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Northfield Mount Hermon (the School) to hire me. If I am hired, my employment relationship with the School will be one of at-will employment, either the School or I may terminate my employment at any time, without cause or notice. I understand that no representative of the School has the authority to make any assurance to the contrary. I will submit proof that I am authorized to work in the United States.

I attest that neither I nor any member of my family who may reside on campus with me have ever been identified by the Massachusetts Department of Social Services or equivalent state agency as a perpetrator in a child abuse situation. I understand that as a condition of my employment the School has the right to complete a Criminal Offender Records Information (CORI) investigation on me and any family member 17 years of age and older that may reside in campus housing.

I authorize the School to investigate my background and to obtain information concerning my ability and desirability as a prospective employee. In connection with this investigation, I authorize my former employers to release to the Summer Session, without liability, any information in their possession relevant to my past performance as their employee. I authorize the School to release such employment information as necessary to those employees and agents of the School who require such information in order to make a decision with respect to any matter pertaining to my status as an employee.

The information provided in the Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. If employed, I understand that this application becomes part of my permanent personnel file.

I certify that by typing my full name below, I am supplying my electronic signature with the intent to sign this agreement and agree to its terms.

Applicant's Signature

Date

Northfield Mount Hermon School observes all federal and state laws and regulations related to discrimination in employment.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment.

An employer who violates this law shall be subject to criminal penalties and civil liability.