



## Application For Camp Employment Confidential

WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND MAKE ALL EMPLOYMENT DECISIONS, INCLUDING THOSE RELATED TO RECRUITMENT, HIRING, TRAINING, PROMOTION, AND RECOGNITION OF INDIVIDUALS ON THE BASIS OF THEIR ABILITY AND JOB RELATED QUALIFICATIONS AND WITHOUT DISCRIMINATION BASED ON RACE, RELIGION, COLOR, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CLASSIFICATION PROSCRIBED UNDER APPLICABLE FEDERAL STATE OR LOCAL LAW.

PLEASE SUBMIT A COPY OF A CURRENT RÉSUMÉ; AN APPLICATION MUST BE COMPLETED IN FULL IN ORDER TO BE CONSIDERED FOR EMPLOYMENT.

Please completely fill out this application. Failure to complete all sections may disqualify you from consideration for employment.

Name \_\_\_\_\_ Home Phone: \_\_\_\_\_  
(Last, First, MI)

Address \_\_\_\_\_ Work Phone: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Referred by: \_\_\_\_\_

Applying for:  Half Day Program  Full Day Program Dates Available: \_\_\_\_\_\*

\*Priority will be given to applicants who commit to the full 6 week summer program

Position sought:  Teacher  Assistant Teacher \_\_\_\_\_

Check your current status:  U.S. Citizen  Alien legally authorized to work in the U.S.

Other (specify) \_\_\_\_\_

**Have you been convicted of a felony?**  Yes  No

*(The existence of a criminal conviction does not constitute an automatic bar to employment. Convictions will only be considered in relation to specific job requirements. It is only necessary to include convictions, which have not been expunged from the records.)*

**If yes, please explain** \_\_\_\_\_

\_\_\_\_\_

## Education

List any educational degrees, programs or courses that you have taken which would be helpful for the performance of your job. Include present enrollments. Please note that we verify educational background. Teachers: Official college and graduate school transcripts **must** be on file to complete the employment process.

	High School				*Undergraduate College/University				*Graduate/Professional			
<b>School Name and Location</b>												
<b>Highest Year Completed</b>	9	10	11	12	1	2	3	4	1	2	3	4
<b>Diploma/Degree</b>												
<b>College Distinction</b>												
<b>Teaching Certificates</b>	<b>State</b>				<b>Date of Issuance/Expiration</b>				<b>Subject-Grade Level</b>			
<b>Describe any specialized training, apprenticeship, skills and extracurricular services</b>												
<b>State any additional information you feel may be helpful to us in considering your application</b>												

Are you proficient in a foreign language?  Yes  No

If yes, please note language(s): \_\_\_\_\_

Please attach your current résumé. If applying for a teaching position, also attach a statement of your educational philosophy.

## General

Please list special licenses or certificates you hold.	Typing skills <input type="checkbox"/> Yes <input type="checkbox"/> No      Words/Minute: _____
In what computer software are you <b>proficient</b> ?	



### Education/Employment References

Please provide three references capable of judging your ability to perform the kind of work for which you have applied.

At least one must be a former employer. *For recent graduates: references may be academic advisors.*

1.	(Name)	(Position)	Phone #
	(Email)		
2.	(Name)	(Position)	Phone #
	(Email)		
3.	(Name)	(Position)	Phone #
	(Email)		
<b>May we contact your references prior to speaking with you? <input type="checkbox"/> Yes <input type="checkbox"/> No</b>			

*Answering yes or no to any of the above questions will not determine whether you receive an offer. The School considers all relevant facts and circumstances in making employment decisions.*

*I certify that the above information is correct to the best of my knowledge, and I understand that misrepresentation or omission of requested information is grounds for denial of employment or dismissal. This application becomes part of the permanent file for hired candidates.*

*I also understand that any offer of employment is conditioned on the completion of reference checks, pre-employment tests and documentation. I will, upon request, sign all necessary consent forms.*

*I give my permission to the National Child Research Center to verify information pertaining to my application to the School, except where I request in writing that no inquiry be made.*

*I further release the School from any liability from the disclosure of the information enclosed herein.*

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

Please return this application to:

Patrick Douville, Director of Auxiliary Programs

[pdouville@ncrcpreschool.org](mailto:pdouville@ncrcpreschool.org)

National Child Research Center

3209 Highland Place, N.W.

Washington, DC 20008

Phone (202) 363-8777 ext 235 • Fax (202) 244-3459

\*\*\*Thank you for your interest in the National Child Research Center Summer Camp.\*\*\*