



## Summer at NCRC 2025 Employment Application

Confidential

For employment consideration with Summer at NCRC, all applicants must submit the following information:

- Summer at NCRC 2025 employment application
- Current resume
- Cover letter with statement of educational philosophy
- College and graduate school transcripts, if applicable

Incomplete applications may disqualify an applicant from consideration.

NCRC verifies educational backgrounds.

Applicant Name		Primary Phone # (specify type - cell, home, work)	
Home Address		Secondary Phone # (specify type - cell, home, work)	
City	State	Zip	3rd Alt. Phone #, if preferred (specify type - cell, home, work)
Email		How did you learn about Summer at NCRC?	

Please complete the below section, *carefully*. Summer at NCRC will use this information to determine placement/ extend employment contracts. While Summer at NCRC will attempt to place each teacher in a position within their specified interest, we cannot guarantee placement based on preference.

Please note: employment with Summer at NCRC 2024 is a six-week commitment. The program runs June 16–July 25, 2025. Thursday, June 19 and Friday, July 4 are scheduled holidays.

Please select your program(s) and position(s) of interest:

- Half Day Program
- Full Day Program
- Teacher
- Counselor

Are you available for the duration of the program?  Yes  No

If you selected, NO, please tell us which dates you will be available. Priority will be given to applicants who commit to the full 6 week summer program.

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Current status:

- U.S. Citizen
- Alien, legally authorized to work in the U.S.
- Other (please specify):

## Summer at NCRC 2025 Employment Application - cont'd

Have you ever been convicted of a felony?

Yes  No

*It is only necessary to include convictions which have not been expunged from records. A criminal conviction does not constitute an automatic bar from employment, and will only be considered in relation to specific job requirements.*

If you answered **YES**, please explain:

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### Education History

Please list all former and current educational and/or professional degrees, programs, courses, or affiliations which may be applicable to a position with Summer at NCRC. **Attention, current teachers:** college and graduate school transcripts *must* be on file to complete the employment process. *NCRC verifies all educational history.*

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

Are you proficient in a language other than English?  Yes  No If yes, please note:

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Please list any additional licenses, certifications, or professional affiliations::

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Typing skills?  Yes  No (If yes, how many words per minute? \_\_\_\_\_)

In what computer software are you most proficient? \_\_\_\_\_

## Summer at NCRC 2025 Employment Application - cont'd

**Employment History** Please provide information concerning your work history by filling this section out completely, listing your three most recent employers. Please provide an explanation for any gaps in time in employment history.

Current Employer		Dates		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
May we contact your present employer? Yes / No				
Reason for Leaving				
Employer		Dates		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Is there any additional information you would like to share, or that if discovered while employed at NCRC, might reflect negatively on the School?  Yes  No

If yes, please describe:

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