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Summer at NCRC 2026 Employment Application

Confidential

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

- Summer at NCRC 2026 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 2026 is a seven-week commitment.
Friday June 12th, 2026 is a MANDATORY Orientation day for all Summer at NCRC Employees.
The program runs June 15th–July 31st, 2026. Friday, June 19th and Friday, July 3rd are scheduled holidays.

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

❏ Half Day Program
❏ Half Day + Program
❏ Full Day Program
❏ Teacher

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.

Current status:

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

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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:

_____

_____

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:

_____

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

_____

_____

Typing skills? ❑ Yes ❑ No (If yes, how many words per minute? _____)

In what computer software are you most proficient? _____

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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:

Professional References: Please provide at least three references, including one former employer, who can speak to your ability to perform the kind of work required for a position with Summer at NCRC. **Attention, recent graduates:** references may include academic advisors.

Reference #1	Position	Phone / Email
Reference #2	Position	Phone / Email
Reference #3	Position	Phone / Email

May we contact your references prior to speaking with you? ❑ Yes ❑ No

Answering Yes or No to any of the above questions does not determine qualification. 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 that any misrepresentation or omission may be grounds for disqualification or dismissal. Summer at NCRC employment applications becomes part of a hired candidate's permanent file.

❑ I understand that any offer of employment is contingent upon the completion of reference checks, pre-employment tests and documentation. I am prepared, upon request, to all required consent forms.

❑ By checking this box, I give the National Child Research Center permission to verify information pertaining to my employment application with NCRC, except where I have requested in writing otherwise..

❑ I further release NCRC from any liability from the disclosure of the information enclosed herein.

Applicant's Signature **Today's Date**

SUBMIT THIS APPLICATION & SUPPORTING DOCUMENTS to Patrick Douville, Director of Auxiliary Programs, at pdouville@ncrcpreschool.org, and thank you for your interest in Summer at NCRC!

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NCRC IS 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.