



# NMH Summer Session

## TEACHING INTERN APPLICATION FORM

(This form can be filled out digitally (preferred) or by hand. Please return it via email, mail, or fax.)

### I. PERSONAL INFORMATION

Name \_\_\_\_\_  
first middle last

Secondary school attended & graduation year \_\_\_\_\_

College or university \_\_\_\_\_ College class of (year) \_\_\_\_\_

Major \_\_\_\_\_

Degree(s) & date(s) received/expected \_\_\_\_\_

Minor, if any \_\_\_\_\_

### II. MAJOR COURSE CHOICES

List titles, in order of preference, of all courses with which you wish to work (*refer to attached list and NMHSS website*).

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

### III. MINOR COURSE CHOICES

List, in order of preference, the titles of the minor courses you feel competent to lead (*see attached list and NMHSS website*), whether you prefer College Prep (entering grades 10-12) or Rising Scholars (entering grades 7-9) level, or if you are interested in assisting the Director of Athletics or the Director of Student Activities, in place of a minor course.

- |          | College Prep             | Rising Scholars          |
|----------|--------------------------|--------------------------|
| 1. _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. _____ | <input type="checkbox"/> | <input type="checkbox"/> |

### IV. SPORTS CHOICES

Indicate sports you feel competent to coach, in order of preference, from this list: Badminton, Basketball, Dance, Mountain Biking, Running, Soccer, Swimming, Tennis, Ultimate Frisbee, Volleyball, Weight Training & Fitness, Yoga.

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

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**APPLICANT'S NAME** \_\_\_\_\_

**V. CONTACT INFORMATION**

College or current address \_\_\_\_\_ Cell phone (\_\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_ Other phone(\_\_\_\_\_) \_\_\_\_\_  
Home address \_\_\_\_\_ Home phone(\_\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_

Email addresses: Include both your college and personal email addresses—check box for preferred email address

College \_\_\_\_\_   
Personal \_\_\_\_\_

**VI.** I am a US Citizen - YES  NO  *Applicants must be a US Citizen, permanent resident or eligible to work without visa – we do NOT provide work visas. International students, attending US colleges, must contact their college DSO for requirements.*

**VII.** Please tell us how you heard about our program:

College Career Services  NACE  UCAN  LACN  Handshake  Friend  Other \_\_\_\_\_  
Previous Intern  (name) \_\_\_\_\_

**VIII. RESUME**

Please attach an up-to-date resume.

**IX. PERSONAL STATEMENT**

On a separate sheet (approximately one page), explain in detail your reasons for wishing to join NMH Summer Session as a teaching intern. Include why you have an interest in teaching. Be sure to mention relevant experience teaching, coaching, or supervising students/children, including any residential program experience. Also, as we are an intentionally diverse program, with students from many different cultures and backgrounds, comment on what you would bring to that objective.

**X. REFERENCES AND TRANSCRIPTS**

NMH Summer Session's Teaching Intern Program is a demanding, intense experience requiring hard work and a strong commitment to a team-oriented approach. References should give their impressions of you as a prospective teacher and leader. We require two letters of reference, sent directly to us, from employers, job supervisors, or those well acquainted with the quality of your academic work and experience working with students.

Arrange with your college registrar to send us an official transcript.

GRADUATE STUDENTS: Arrange for undergraduate and graduate school transcripts to be sent.

*Returning teaching interns* need only send the application form and updated resume.

*\*NORTHFIELD MOUNT HERMON ALUMNI APPLYING FOR OUR INTERN PROGRAM:* we require a third letter of recommendation, which must be from an NMH faculty member.

**XI. APPLICATION MATERIALS SHOULD BE SUBMITTED AS SOON AS POSSIBLE & NO LATER THAN FEBRUARY 1, 2019**

Application materials, including references, may be sent:

by e-mail: [summer\\_session@nmhschool.org](mailto:summer_session@nmhschool.org)

by fax: 413-498-3112

by mail: NMH Summer Session, One Lamplighter Way, Mount Hermon, Massachusetts 01354

If e-mailed or faxed, hard copies should not be mailed. In the interests of security of personal information, it is recommended that any sensitive information be faxed or mailed.

**Northfield Mount Hermon School is an Equal Opportunity Employer.**

**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.*

One Lamplighter Way, Mount Hermon, Massachusetts 01354  
[summer\\_session@nmhschool.org](mailto:summer_session@nmhschool.org)  
413-498-3290