



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	
Degree(s) received	
Graduate work	
Degree(s) received	
Home address (or box number, if NMH faculty)	
Home telephone	(       )
Mobile/cell phone	(       )
E-mail address	<input type="checkbox"/> Work: <input type="checkbox"/> Personal: (Please check preferred email)

### 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*) \_\_\_\_\_

## **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](mailto: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.

**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.*