



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

DESIRED RESPONSIBILITIES

Please list the courses you are interested in teaching and the sessions that you are available to teach. (You may refer to this document for a list of course offerings)

Session 1: July 2 - August 6
 Session 2: July 2 - July 23

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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.

REQUIRED APPLICATION MATERIALS

Your completed application form, resume, and two references may be sent:

- by email: 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.

Please read the following statement carefully before signing:

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Northfield Mount Hermon (the School) to hire me. If I am hired, my employment relationship with the School will be one of at-will employment, either the School or I may terminate my employment at any time, without cause or notice. I understand that no representative of the School has the authority to make any assurance to the contrary. I will submit proof that I am authorized to work in the United States.

I authorize the School to investigate my background and to obtain information concerning my ability and desirability as a prospective employee. In connection with this investigation, I authorize my former employers to release to Northfield Mount Hermon, without liability, any information in their possession relevant to my past performance as their employee. I authorize the School to release such employment information as necessary to those employees and agents of the School who require such information in order to make a decision with respect to any matter pertaining to my status as an employee. The information provided in the Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. If employed, I understand that this application becomes part of my permanent personnel file.

For all faculty and staff working on campus: I understand that the School requires that I must be fully vaccinated against COVID-19 and that I must provide proof prior to arrival on campus. I also agree to submit a negative COVID test taken within 72 hours of arrival on campus, and to be tested as necessary throughout the duration of my contract.

I certify that by typing my full name below, I am supplying my electronic signature with the intent to sign this agreement and agree to its terms.

Applicant’s Signature

Date

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.