

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. 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. We prefer an official transcript but unofficial transcript are acceptable.

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

Application materials, including references, may be sent:

by e-mail: 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.

Please read the following statement carefully before signing:

I understand that if I am selected for employment, I may be required to successfully complete a medical examination as part of my duties may include driving an activity vehicle, which requires a DOT certificate.

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 attest that neither I nor any member of my family who may reside on campus with me have ever been identified by the Massachusetts Department of Social Services or equivalent state agency as a perpetrator in a child abuse situation. I understand that as a condition of my employment the School has the right to complete a Criminal Offender Records Information (CORI) investigation on me and any family member 17 years of age and older that may reside in campus housing.

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 the Summer Session, 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.

All Summer Session employees 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.

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.

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.