



**APPLICATION FOR
EMPLOYMENT**

*Summer Study at Penn State
Summer Study in Colorado
Summer Study in Vermont*

ATTACH
PHOTO
HERE

					TODAY'S DATE:
LAST NAME		FIRST NAME		SOCIAL SECURITY #	
DATE OF BIRTH (Mo/Day/Yr)	AGE (as of July 1, 2009)	PRESENT YEAR IN SCHOOL	COLLEGE MAJOR	COLLEGE MINOR	

SCHOOL MAILING ADDRESS:

STREET ADDRESS		SCHOOL / CELL NUMBER	
CITY, STATE, ZIP CODE, COUNTRY		EMAIL (please print clearly)	

HOME MAILING ADDRESS:

STREET ADDRESS		HOME PHONE NUMBER	
CITY, STATE, ZIP CODE, COUNTRY		EMAIL (please print clearly)	

Do you prefer mail to be sent to your HOME or SCHOOL address? (Indicate what date you will no longer be at school, if applicable)	
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PROGRAM PREFERENCE: With the exception of our Middle School program at Penn State, the students participating in our programs are completing 9th, 10th or 11th grade. Please rank the programs from, 1 to 7, by marking "1" next to the program most preferred and "7" next to the one you least prefer. If you have no program preference, please check (✓) all boxes. We will make every effort to place candidates in their preferred program. However we may need to place you where we feel your talents, skills, education and experience best match our job openings.

- PSU: 6½-week
 PSU: 3½-week
 PSU: 2-week
 Colorado: 5-week
 Colorado: 3-week
 PSU Middle School: 4-week
 Vermont: 4-week

TEACHING ABILITY: The Summer Study brochures describe most of the enrichment classes offered to our students (see enrichment class offerings in the enclosed catalog or visit our website www.bestsummerever.com). Most staff members teach 1 or 2 of the classes listed below. Please use a "1" to indicate any class you feel qualified or prepared to teach; use a "2" to indicate any class you feel qualified to assist; and use a "3" to indicate any class you feel comfortable participating in.

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Community Service | <input type="checkbox"/> Expository Writing | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Algebra I, II | <input type="checkbox"/> Computer Game/Animation | <input type="checkbox"/> Fashion & Design | <input type="checkbox"/> Reality TV |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Creative Writing | <input type="checkbox"/> Guitar Workshop | <input type="checkbox"/> Sports Marketing |
| <input type="checkbox"/> Art | <input type="checkbox"/> Debate/Mock Trial | <input type="checkbox"/> Health/Wellness/Fitness | <input type="checkbox"/> Study Skills |
| <input type="checkbox"/> Business & Marketing | <input type="checkbox"/> Digital Photography | <input type="checkbox"/> History of Rock & Roll | <input type="checkbox"/> Theater |
| <input type="checkbox"/> Calculus/Precalculus | <input type="checkbox"/> Engineering | <input type="checkbox"/> Journalism | <input type="checkbox"/> Video/Film Editing |
| <input type="checkbox"/> Careers in Healthcare | <input type="checkbox"/> ESL | <input type="checkbox"/> Law, Politics & Govt. | <input type="checkbox"/> Web Page Design |

SPORTS & ATHLETIC ABILITY: Students attending our programs may elect to enroll in various **Sports Clinics** which begin after the academic portion of the day has concluded. If you feel qualified to teach, lead and develop a sports clinic (skill development, technique development, review game rules, etc.), please check (√) the appropriate box. Also, please indicate how many years experience you have taught and/or played each sport:

√ Sport	Years Played	Years Taught	Additional Info:
Basketball			
Volleyball			
Soccer			
Tennis			
Golf			
Rock Climbing			

SPECIALTY & SUPPORT STAFF POSITIONS: For those applicants who feel they excel in one or more of the areas listed below, please use an asterisk (*) and explain in your personal statement your background in the specified area. Other support positions are available to applicants who do not feel comfortable teaching a class but still feel they can contribute the our program. Indicate your preference by numbering “1” as your first choice, “2” as your second choice, etc.

General Office Support:	Working in our program office on a rotational basis, general office support personnel assist program directors in many ways, including helping students, answering phone calls, creating activity posters, and completing important office tasks. Computer skills such as Word and Printshop are necessary.
Medical Coordinator:	Our medical coordinators are responsible for coordinating students’ visits to health facilities, escorting them to the doctor, scheduling follow-up visits, and communicating with parents. AT NO TIME ARE MEDICAL COORDINATORS RESPONSIBLE FOR ADMINISTERING MEDICAL CARE.
Sports Director:	The Sports Director must plan and organize daily recreational sport activities and ongoing tournaments, as well as oversee all sports clinic needs, and plan intramural competitions.
Special Events Planner:	Throughout the program, we have many special events for our students, such as a Casino Night, Singled Out Dating Game, Talent Night, etc. The Special Events Planner is responsible (along with a committee of volunteer staff) for planning and running these events.
Rock Band Workshop:	The advisor to the Rock Band will meet with interested students during our afternoon activity period to help them develop one or more bands, which will perform at our talent night. This person must be familiar with musical instruments/sound equipment and will manage equipment use at special events.
Intensive Dance Workshop:	The Dance Workshop instructor will be employed to teach our 2 week “intensive” Dance class as well as meet with interested students during afternoons to help them choreograph routines, which they will perform at our talent night (possible 3 ½ and/or 6 ½ week employment as well)
College Counseling Workshop:	The College Counselor position is a combination of instruction as well as individual sessions with students to review appropriate college selections, college applications, college essay writing, etc. Opportunities offered in 2, 3 ½, and 6 ½ week programs.

DISCUSSION GROUPS: We offer a different discussion topic every day as an afternoon activity. Please list any topics that you would be willing to facilitate. Please note that you may be called upon to facilitate discussion groups a few times during the summer. _____

RECREATIONAL WORKSHOPS AND HOBBIES: Each afternoon and evening we offer our students a variety of activities and recreational play, which our staff organize and run. Below are a list of past successful activities our staff have conducted on a regular basis. These checklists help us understand where your strengths lie. All hired staff will have an opportunity to participate in all activities regardless of what is selected here.

Please check (✓) those hobbies in which you can participate and/or officiate. Please use an asterisk (*) to mark activities you feel you can instruct.

<input type="checkbox"/>	A Cappella Singing	<input type="checkbox"/>	Field Hockey	<input type="checkbox"/>	Musical Instrument	<input type="checkbox"/>	Soccer
<input type="checkbox"/>	Aerobics	<input type="checkbox"/>	Flag Football	Which One: _____		<input type="checkbox"/>	Softball
<input type="checkbox"/>	Baseball	<input type="checkbox"/>	Golf	<input type="checkbox"/>	Martial Arts	<input type="checkbox"/>	Stand Up Comedy
<input type="checkbox"/>	Basketball	<input type="checkbox"/>	Hiking	<input type="checkbox"/>	Poetry	<input type="checkbox"/>	Swimming
<input type="checkbox"/>	Biking	<input type="checkbox"/>	Ice Skating	<input type="checkbox"/>	Pottery	<input type="checkbox"/>	Tennis
<input type="checkbox"/>	Cartooning	<input type="checkbox"/>	Improvisation	<input type="checkbox"/>	Racquetball	<input type="checkbox"/>	Track
<input type="checkbox"/>	Crafts	<input type="checkbox"/>	Juggling	<input type="checkbox"/>	Rock Band	<input type="checkbox"/>	Ultimate Frisbee
<input type="checkbox"/>	Dance	<input type="checkbox"/>	Kickboxing	<input type="checkbox"/>	Rollerblading	<input type="checkbox"/>	Volleyball
	Style: _____	<input type="checkbox"/>	Lacrosse	<input type="checkbox"/>	Skateboarding	<input type="checkbox"/>	Yoga/Pilates

Other: _____

As a residential program, ALL hired Staff Advisors are required to be on duty 24 hours a day, 7 days a week and must reside in the same residence halls as our students. Please list any conflicts you have with this schedule:

DATES AVAILABLE

If hired, what dates would you be available to work? **Start Date:** ____ / ____ / ____ **to**
End Date: ____ / ____ / ____

All applicants must be interviewed in order to be considered for a position with Summer Study Programs. At which of the following locations would you be able to meet us for an interview (circle one or more):

Penn State University **Pittsburgh, PA** **Philadelphia, PA** **Boulder, CO** **New York, NY**
(main campus)

Burlington, VT **London, UK** **Paris, France** **Long Island, NY** **Boston, MA**

How did you hear about employment opportunities with Summer Study Programs (please be specific)?

Have you ever been convicted of a misdemeanor or felony (including sex or child abuse-related crimes)?

Y or N	If "Yes", please describe: _____
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Have you been treated for any serious medical or emotional illness in the last three years?

Y or N	If "Yes", please describe: _____
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EDUCATION: Please list your educational background beginning with the most recent school attended.

School	Address	Dates Attended	Degree	Major

WORK EXPERIENCE: Please list your most recent employment(s). We are particularly interested in any teaching experience or positions working with high school or middle school students. Emphasize any camp experience you have.

Employer	Address	Dates of Employment	Duties

EXTRA-CURRICULAR ACTIVITIES: Throughout the summer, our staff is required to act as chaperones, mentors, instructors, teammates, caregivers and more. Please list all groups and activities in which you are involved so that we can see your many interests.

Activity/Group	Position Held	Dates of Involvement	Description of Activity

REFERENCES: Please list at least two recent, professional references that can comment on your ability to work with teenagers and assume responsibility. These may include professors, camp directors, employers, etc. **Please DO NOT include relatives.**

Name/Relationship	Address	Position Held	Telephone Number/Email Address

PERSONAL DATA:

1. **Why are you seeking employment with Summer Study Programs and what contributions do you think you can make to our organization?** _____

2. **List any extracurricular activities that you participated in while in high school and/or college (list both athletic and non-athletic activities).** _____

3. **Please tell us about any honors or awards you have received and/or leadership positions held.** _____

4. **Please list any health, fitness, or other certifications you currently hold.** _____

PERSONAL STATEMENT: Please provide a personal statement describing your strengths and the contributions you could offer to Summer Study Programs. Please explain your motivation for seeking a position with our organization. You may continue on additional sheets of paper.

Please return completed application, along with your **resume** and an **unofficial college transcript** to the address, fax number or email address shown below. Be sure all information is clear and accurate.

Please attach a photocopy of your driver's license or passport (as proof of identity).

By returning this application, I hereby give my permission for Summer Study Programs, Inc. to obtain information relating to my criminal history record. The criminal history record, as received from state and federal reporting agencies, may include arrest and conviction data.

I understand that this information will be used, in part, to determine my eligibility for employment with this organization.

SUMMER STUDY PROGRAMS IS AN EQUAL OPPORTUNITY EMPLOYER.