

TEACHING ABILITY: 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 in which you feel comfortable participating. Classes listed in **bold type** are offered to **middle school** students only; classes listed in *italics* are offered to *high school* students only, and classes listed in both (***bold and italics***) are offered to both age groups separately.

<input type="checkbox"/>	Acting	<input type="checkbox"/>	<i>Computer Game Design</i>	<input type="checkbox"/>	<i>Government & Politics</i>	<input type="checkbox"/>	<i>Pop Culture</i>
<input type="checkbox"/>	<i>Advertising</i>	<input type="checkbox"/>	Creative Writing	<input type="checkbox"/>	Guitar Workshop	<input type="checkbox"/>	<i>Pre-Calculus</i>
<input type="checkbox"/>	<i>Algebra I, II</i>	<input type="checkbox"/>	<i>Forensic Science</i>	<input type="checkbox"/>	Harry Potter	<input type="checkbox"/>	Psychology
<input type="checkbox"/>	<i>Architecture</i>	<input type="checkbox"/>	Dance	<input type="checkbox"/>	<i>Health & Wellness/Fitness</i>	<input type="checkbox"/>	Public Speaking
<input type="checkbox"/>	<i>Art</i>	<input type="checkbox"/>	Debate	<input type="checkbox"/>	<i>History of Rock and Roll</i>	<input type="checkbox"/>	<i>Spanish</i>
<input type="checkbox"/>	Basic Computers	<input type="checkbox"/>	Digital Photography	<input type="checkbox"/>	Jogging	<input type="checkbox"/>	Speed Reading
<input type="checkbox"/>	<i>Biology</i>	<input type="checkbox"/>	<i>Digital Video/Film Editing</i>	<input type="checkbox"/>	<i>Journalism</i>	<input type="checkbox"/>	<i>Sports Figures in Society</i>
<input type="checkbox"/>	<i>Business & Marketing</i>	<input type="checkbox"/>	Drawing	<input type="checkbox"/>	Law and Justice	<input type="checkbox"/>	<i>Sports Marketing</i>
<input type="checkbox"/>	<i>Calculus</i>	<input type="checkbox"/>	<i>Engineering</i>	<input type="checkbox"/>	<i>Mandarin Chinese</i>	<input type="checkbox"/>	Study Skills
<input type="checkbox"/>	Chess	<input type="checkbox"/>	<i>ESL</i>	<input type="checkbox"/>	Magic	<input type="checkbox"/>	<i>Web Page Design</i>
<input type="checkbox"/>	<i>Community Service</i>	<input type="checkbox"/>	Expository Writing	<input type="checkbox"/>	Painting	<input type="checkbox"/>	Yoga/Pilates
<input type="checkbox"/>	<i>Computer Animation</i>	<input type="checkbox"/>	<i>Fashion and Design</i>	<input type="checkbox"/>	Phun Physics	<input type="checkbox"/>	

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 Information
<input type="checkbox"/>	Basketball			
<input type="checkbox"/>	Volleyball			
<input type="checkbox"/>	Soccer			
<input type="checkbox"/>	Tennis			
<input type="checkbox"/>	Golf			
<input type="checkbox"/>	Rock Climbing			

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 is a list of past successful activities our staff members 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. You may feel it necessary to expand on these talents in your personal statement.

<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	<input type="checkbox"/>	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"/>	Ice Skating	<input type="checkbox"/>	Poetry	<input type="checkbox"/>	Swimming
<input type="checkbox"/>	Cartooning	<input type="checkbox"/>	Improvisation	<input type="checkbox"/>	Pottery	<input type="checkbox"/>	Tennis
<input type="checkbox"/>	Crafts	<input type="checkbox"/>	Juggling	<input type="checkbox"/>	Racquetball	<input type="checkbox"/>	Track
<input type="checkbox"/>	Dance	<input type="checkbox"/>	Kickboxing	<input type="checkbox"/>	Rock Band	<input type="checkbox"/>	Ultimate Frisbee
<input type="checkbox"/>	Style: _____	<input type="checkbox"/>	Lacrosse	<input type="checkbox"/>	Rollerblading	<input type="checkbox"/>	Volleyball

Other: _____

SPECIALTY & SUPPORT STAFF POSITIONS: Support positions are available to applicants who do not feel comfortable teaching a class but still want to contribute to our programs. For applicants who feel they excel in one or more of the areas listed below, please use a “1” as your first choice, “2” as your second choice, etc. and explain in your personal statement, your background in the desired area.

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 phones, creating activity posters, and other important office tasks. Computer skills including use of <i>Word</i> and <i>Publisher</i> 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 3½ and/or 6½-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, 3½, and 6½-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. _____

As our program is residential, 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. If you are interested in a “Teach Only” position, please indicate below and/or list any conflicts you have with a 24/7 schedule:

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

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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.