

The Putney School Summer Programs Employment Application

The Putney School Summer Programs, Elm Lea Farm, 418 Houghton Brook Road, Putney, VT 05346 USA
Phone: (802) 387-6297 Fax: (802) 387-6216 E-mail: summer@putneyschool.org

- I am applying for a teaching position
 I am applying for dormitory head / apprentice teacher position
 I am applying for the following office supervisory or other position: _____

Part I: Personal Information

Name (*First Last*) _____ Male Female

Date of birth ____ / ____ / ____ Age (*as of 6/1/09*) _____ (Apprentice Teachers must be 21yrs of age or older.)

Email _____

Current mailing address _____

City _____ State _____ Postal Code _____ until what date? _____

Current phone number _____ Is this a cell phone? Yes No

Permanent Address (*if different from above*) _____

Permanent phone number (*if different from above*) _____

Driver's License state _____ Driver's License number _____

Name, phone and/or email of person to contact in case of emergency:

How did you hear about Putney? _____

Are you a U.S. citizen? Yes No

If NO: Are you a permanent resident of the United States or otherwise authorized to work by the U.S. Immigration and Naturalization Services? Yes No
Please attach photocopies of your authorization documents (green card, J-1 status, etc.).

Part II: Education

Please list your most recent education (secondary and/or post-secondary) and major(s) or areas of concentration:

1. Name of Institution: _____

Dates Enrolled: _____ City/State: _____

Major/area of concentration: _____

2. Name of Institution: _____

Dates Enrolled: _____ City/State: _____

Major/area of concentration: _____

3. Water safety, Outdoor or First Aid Training certificates: _____

Part III: Employment History

Please list your most recent work/internship experiences:

1. Business/Organization: _____

Dates employed: _____ City/State: _____

Supervisor's name & email/phone _____

Position/responsibilities: _____

Reason for leaving: _____

2. Business/Organization: _____

Dates employed: _____ City/State: _____

Supervisor's name & email/phone _____

Position/responsibilities: _____

Reason for leaving: _____

Part IV: Professional References (not family members or close friends)

1. Name: _____ Relationship: _____

Phone: _____ Email: _____

Address: _____

2. Name: _____ Relationship: _____

Phone: _____ Email: _____

Address: _____

Part V: Questions *Answer below or attach answers on a separate sheet.*

1. What do you find especially interesting or appealing about The Putney School Summer Programs?

2. To which specific workshop or area of our programs do you feel your skills would best contribute? Please refer to descriptions of our programs and activities.

3. How have you spent the last two summers?

4. What are you currently engaged in (i.e., employment, graduate school, college)? Please be specific.

5. What are your plans for the autumn following the summer for which you are applying to work?

6. Dormitory Heads/Apprentice Teachers have duties throughout the course of each day and evening and are in the dormitory every night. **Faculty**, in addition to their teaching and mentoring responsibilities, carry residential support assignments. **Office Supervisory positions** entail working long hours for the short but intensive weeks that students are on campus. **All positions** require undivided attention to our students and offer few on or off-campus social opportunities for adults and are consequently a radical transition from life outside a boarding school. Our rules reflect the fact that we are living among high school students; therefore, no alcohol may be consumed on campus and no smoking is permitted on campus. **Please speak to why you seek this opportunity in spite of its intensity and lack of emphasis on adult social opportunities.**

7. What are your outdoor, sports, farm or garden interests?

8. Have you been convicted of any criminal offense? Yes No

If yes, please explain: _____

9. For Dormitory Head/Apprentice Teacher applicants:

Dormitory Head/Apprentice Teachers work with one mentor teacher in one daytime workshop. You can find a list of our arts/writing/ESOL workshops at www.putneyschoolsummer.org. Which specific workshops would you feel most suited to serve as a teaching apprentice?

1. _____ 2. _____

Dormitory Head/Apprentice Teachers lead an outdoor activity three afternoons a week. Afternoon activities encourage physical activity, group participation and fun. Please number your preferences from the following list of afternoon activities that you would be prepared to lead:

Soccer __ Kickball __ Volleyball __ Frisbee __ Trail Running __ Swimming Holes __ Basketball __
Yoga __ Hiking __ Lawn Games __ other _____

10. For faculty and Dormitory Head/Apprentice Teacher applicants:

All Dormitory Head/Apprentice Teachers and many faculty members teach an evening activity two nights a week. These evening activities are generally related in some way to the daytime workshops we offer. We are occasionally able to expand the selection of offerings (improv comedy, watercolor, micro fiction, drumming, and swing dance, etc.) but count on apprentice teachers to teach briefer versions of our core workshop topics (printmaking, ceramics, poetry writing, etc.). Please list evening activities you would be prepared to lead.

1. _____ 2. _____

Please include this application:

your current resume (required of all applicants)

creative work samples (not required of applicants for administrative or ESOL positions)

We seek to know who you are as a visual artist, performing artist, writer and teacher. Please submit what is appropriate to your work – for example, digital photos, a link to your website, Word files, a list of recent performances. Please don't overwhelm us: 3-5 photos or a 2-page fiction excerpt or a YouTube link will suffice.

My signature below confirms that the information contained within this application is true and accurate.

Signature _____ Date _____

When deciding to accept an offer of a position, applicants should be mindful of the necessary limitations on one's personal life that come with living and working in a smoke-free and substance-free environment on a residential campus with teenage students.

The Putney School Summer Programs are founded on the diversity of its participants and staff and do not discriminate on the basis of sex, race, color, disability status, sexual orientation or national or ethnic origin in the administration of its educational policies, admission policies or scholarship programs. The Putney School is a smoke-free campus.