

**The Putney School Summer Programs 2009  
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](mailto: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*) \_\_\_\_\_ Social Security # \_\_\_\_\_

Email \_\_\_\_\_

Current mailing address \_\_\_\_\_

\_\_\_\_\_

Current phone number \_\_\_\_\_ until what date? \_\_\_\_\_

Permanent Address \_\_\_\_\_

\_\_\_\_\_

Permanent phone number \_\_\_\_\_

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 autumn 2009, following the upcoming summer?

**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](http://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. Past years' activities have included soccer, kickball, ultimate Frisbee, wilderness skills, trail running, basketball. Please list afternoon activities that you would be prepared to lead:

1. \_\_\_\_\_ 2. \_\_\_\_\_

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

All Dormitory Head/Apprentice Teachers and some faculty members lead an evening activity two nights a week. These evening activities are related to the arts and in past years have included improv comedy, watercolor, micro fiction, drumming, and swing dance as well as 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, nursing, or ESOL positions)

We seek to know who you are as a visual artist, performing artist, or writer. 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 \_\_\_\_\_

We will contact you by phone or email if we would like to interview you.

When deciding to accept an offer of a position, applicants should be mindful of the limitations on one's personal life that living and working in a residential setting with students entails.

*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.*