



## MHNA Summer Youth Program STAFF APPLICATION

Your interest in Murray Hill Summer Youth Program is appreciated. We invite you to fill out this application and return it to our office at 156-15 Sanford Ave, Flushing NY 11355. If an opening occurs for which you may qualify, we will schedule an interview. We will also contact your references. We look forward to receiving your application. Thank you for your interest in this ministry of community enrichment. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

### I. Personal Data

A. Name \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Tel: \_\_\_\_\_ Male or Female \_\_\_\_\_

B. Please tell us about extracurricular activities of interest to you, and whatever you find interesting.  
( Check all that apply.)

- Teaching Bible    Music (or worship leading)    Arts & Science    Sports Instruction
- Drama    Team Building Games    Motivational/public Speaking    Dance
- Other (Please tell us in detail about any other extracurricular activities you like to do. )

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• **Would you say you are more “speaking” oriented or “doing” oriented?**

For example:

- speaking oriented can be one who loves to teach, public speaking, lead/command/direct, encourage, philosophize etc;
- doing oriented can be one who loves to dance, fix things, cook, clean thoroughly, create paintings, sculptures, let actions speak louder than words, is more physical than vocal in abilities, etc.



Please write your answer to the question here with general reasons why:

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C. Marital Status:  Single  Married  Separated  Divorced  Widowed  Remarried

D. Family/Household Information: Currently living with \_\_\_\_\_

E. Parental/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

F: Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**II. Education Data**

A. High School (*name, location, date of diploma*) \_\_\_\_\_

B. Undergraduate (*college or university, location*) \_\_\_\_\_

Major(s) \_\_\_\_\_ Minor \_\_\_\_\_

Degree and Date \_\_\_\_\_

C. Graduate School (*college or university, location*) \_\_\_\_\_

Major \_\_\_\_\_ Degree(s) and Date(s) \_\_\_\_\_

**III. Teaching Experience Data**

Name/location of school(s) in which you have taught ( <i>most recent first</i> )	Was this a Christian school?	Grade(s) and/or subjects taught	Number of years you taught	Dates(Years) you taught there



**IV. Other Experience Data** *(Including Sunday School, Youth Group leadership etc.)*

Please list other experiences which you feel strengthen your application. Begin with the most recent experience and proceed in reverse chronological order.

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**V. What academic areas do you feel are your strengths?** *(Math, Sciences, English, TESOL, Teaching other languages, Writing, Journalism, Poetry, Computer Programming, other)*

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**VI. Teaching Certificate Data** *(Please list valid teaching certificates you currently hold)*

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**VII. Church Membership & Attendance:**

Are you a committed Christian?    yes    No

Do you and your family attend Church or Sunday School regularly?    yes    No

Attend the services/meetings:    Weekly    Usually    Occasionally

Currently a member of \_\_\_\_\_ How Long? \_\_\_\_\_

If less than two years, list previous church memberships.

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**VIII. Personal Interest Data**

A. Please list any areas of extra curricular activities *(any of the ones mentioned before)* where you feel confident to instruct/coach. Indicate also the amount of experience you have in these interest areas.

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B. What is your commitment level for the Morning Community Enrichment and Fun Program *(8:15am-1pm)*

1-2 days a week    3 days a week    4-5 days a week



C. Are you available to participate on Wednesday special field trip days?  Yes  No

D. Please list days and/or weeks on which you will not be able to volunteer or work at MHNA Summer Youth Program

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E. Are you interested and available to work as a tutor in the afternoon hours (1:30- 4:30pm) if positions open?  Yes  No *If so, what days are you available?* \_\_\_\_\_

F. Are you interested in Volunteering to help with "Horizontal Hour" (1:00-2:00pm) where the kids have down time to relax/rest?  Yes  No

G. Are you interested in community service credit?  Yes  No

**IX. Personal Reference Data**

Please give the names, addresses, telephone numbers and occupation of at least two personal references. One of these references should be a pastoral staff (if applicable).

Name & Title	Mailing Address & E-mail Address	Telephone Number



I authorize **MHNA** to thoroughly interview the references which I have listed or other individuals which know me and have knowledge regarding my testimony and work record. I also authorize **MHNA** to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the job.

I authorize references and my former employers to disclose to **MHNA** any and all employment records, performance reviews, letters, reports, and other information related my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release the **MHNA**, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the **MHNA**.

Since I will be working with children, I understand that I, if requested, must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as necessary for such an investigation.

I authorize the **MHNA**, if necessary, to conduct a criminal records check. I understand and agree that any offer of employment that I May receive from **MHNA** is conditioned upon the receipt of background information, including criminal background information. The **MHNA** may refuse employment or conditional employment if the ASP deems any background information unfavorable or to reflect adversely on the **MHNA** or on me as a **Christian role model**.

I certify that I have carefully read and do understand the above statements.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian (*of minor applicant*)