

TEACHING FELLOW APPLICATION



515 Blue Hill Ave.
 Dorchester, MA 02121
www.mcaec.org
 Tel: 617.427.1177
 FAX: 617.427.7788

Date: _____

Please type or print, fill out completely and accurately, and submit to the Faculty Recruiter at MCA
 (facultyrecruiter@mcaec.org)

PERSONAL INFORMATION

Name (First) (middle initial) (Last)

Address

City State Zip E-mail

Home Phone Work Phone Cell Phone

Fax: _____

How long at above address? If the above address is not your permanent address or you have lived there less than four years, please provide the following information:

Previous/Permanent Address

City State Zip

OTHER INFORMATION

How did you learn about opportunities at Mother Caroline Academy?

School (website) Fair (teacher, career, job) Please specify: _____

Friend/Relative Other (newspaper, radio, websites)

Please specify: _____

I am a Mother Caroline Academy alumna/alumnus – previous association with MCAEC

__ former employee years _____ to _____

__ former Academy student years _____ to _____

Name(s) of relative(s)/friend(s) who have attended or worked at MCAEC: _____

Important: Before consideration will be given for employment, the candidate must have on file a complete set of transcripts (copies will be accepted during application process), resume **and** three letters of recommendations.

It is the policy of Mother Caroline Academy and Education Center not to discriminate in hiring on the basis of age, color, creed, gender, marital status, race, disability or national origin.

THIS APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR

OFFICE USE ONLY

APPLICATION	RESUME	TRANSCRIPTS	CREDENTIAL	CHARACTER REFERENCES	PROFESSIONAL REFERENCES	FILE COMPLETE

EDUCATIONAL PREPARATION (Schools attended)

Name of School	Location	Dates	Year of Graduation / Degree
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High School:

Undergraduate:

Graduate:

Highest degree earned: High School Diploma

Graduate semester hours earned after highest degree:

Undergraduate:

Major:

Minor:

Other hours:

Overall GPA

Graduate degree(s) in:

Activities and Honors

Please list any activities or sports which you are able to direct or coach successfully at the middle school or high school level:

List any college activities engaged in and any honors received (professional activities, interest, organizations, extent of participation):

List any community activities, organizations or clubs:

TEACHING/STUDENT EXPERIENCE (Attach additional pages if needed)

Grade/Subject Taught	Grade/Subject Taught	Grade/Subject Taught	Grade/Subject Taught
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CONTENT(s) PREFERENCE

- | | | | | |
|--------------------------------------|-----------------------------------|---|--------------------------------|----------------------------------|
| <input type="checkbox"/> Technology | <input type="checkbox"/> Reading | <input type="checkbox"/> Social Studies | <input type="checkbox"/> Art | <input type="checkbox"/> Science |
| <input type="checkbox"/> Writing | <input type="checkbox"/> Religion | <input type="checkbox"/> Languages | | |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> English | <input type="checkbox"/> Physical Education | <input type="checkbox"/> Music | <input type="checkbox"/> Other |

1. Are you certified to teach any particular subject? Yes No
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2. If "NO", are you interested in pursuing a course of studies leading to basic certification? Yes No
-
3. Do you have the legal right to work in the United States? (Proof of U. S. Citizenship or immigration status will be required upon employment) Yes No
-
4. Duplicates of transcripts and certificates verifying my credentials and degrees are enclosed. Yes No

PROFESSIONAL REFERENCES (Three references are required. Please secure them from persons whom you know well: persons in a position to judge your character, motivation, and scholarship and who can evaluate your qualifications for a Teaching Fellow at Mother Caroline Academy. Please do not include relatives. Please give complete addresses, with zip codes and telephone numbers. Reference forms will be sent directly to the persons listed. We recommend that you inform these individuals that they will be contacted as references for your candidacy for a position.)

Name _____

Current Address _____ City _____ State _____ Zip _____

Relationship _____

Name _____ Phone _____

Current Address _____ City _____ State _____ Zip _____

Relationship _____

Name _____ Phone _____

Current Address _____ City _____ State _____ Zip _____

Relationship _____

Signature _____ Date _____

PERSONAL REFLECTION

Please respond to the following questions on a separate sheet of paper.

1. This application indicates a desire on your part to join the Mother Caroline Community. What assets do you believe you can bring to the community, how do you see yourself helping to shape the community for the better and how do you envision the community may influence you?

2. Shared leadership and dynamic collaborations are key defining words of the working culture within Mother Caroline Academy. What personal strengths, skills and learning style best currently describe you and give shape to your organizational abilities, leadership styles and teamwork? Please feel free to share anecdotes and/or give specific examples.

3. How do you think your experiences at Mother Caroline Academy will benefit or contribute to your future life aspirations? Please elaborate on how and why.