



Ph: 713-487-5240 | PO Box 980543, Houston, TX 77098 | e: summer@houstonshowchoir.org

SUMMER CAMP TEACHING/CHIEF OPERATIONAL/OPERATIONAL STAFF APPLICATION FORM

NAME: _____
Last First Middle

Last name(s) if different in the last seven years: _____

Social Security Number: _____ Driver's Licence Number: _____

Current address: _____
Street City State Zip Code

Contact Details: _____ (Day) _____ (Evening)
_____ (Cell) _____ (Email)

If you have lived in the Houston area less than seven (7) years, please indicate where you have lived and complete the following:

| City | State | Year | |
|------|-------|------|----|
| | | From | To |
| | | | |
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Application for:

TEACHING STAFF or CHIEF OPERATIONAL OFFICER or OPERATIONAL STAFF (please circle)

FOR TEACHING APPLICANTS ONLY

Valid Teaching Certificate: _____
Grade Levels Areas of Specialisation

Years of teaching experience: _____ State: _____

A copy of your official college transcript and teaching certificate must accompany this application.

EDUCATIONAL AND PROFESSIONAL TRAINING

Please provide full and accurate data regarding all educational and professional training.

| LEVEL | School or Institution | Degree or Diploma | Dates of Attendance | |
|--|-----------------------|-------------------|---------------------|----|
| | | | From | To |
| High School | | | | |
| College/University | | | | |
| Graduate Work | | | | |
| Additional Information/ Certification | | | | |
| | | | | |
| | | | | |
| | | | | |

(use separate sheet if necessary)

WORK EXPERIENCE

Please provide full and accurate data regarding ALL previous professional experience.

| Name of School or Institution and Location | Grades, Subjects or Duties | Dates Mos/Yrs | Number of Years |
|--|----------------------------|------------------|--------------------|
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(use separate sheet if necessary)

WORK EXPERIENCE cont.

_____ I have never failed to have a contract renewed.
(Initial)

_____ I have never been dismissed or terminated from employment with a school system or
(Initial) other employer.

_____ I have never given the option to resign in lieu of being recommended for termination,
(Initial) dismissal, non-renewal or any other adverse employment action.

If unable to initial any of the above, please explain below.

VIDEO REQUIREMENT

All applicants will be required to submit a short video (5-10 minutes in length) as part of the teacher application process.

The video should contain:

- 1) Applicant teaching and/or conducting students, in an interactive role which demonstrates applicant's abilities. Students do not have to be visible in the video, but the teacher must be clearly visible and audible.
- 2) Video may be sent electronically to summer@houstonshowchoir.org and labeled with the candidate's name.
- 3) The format should be mP4 or wmv.
- 4) Video must be from the calendar year 2019.
- 5) This video will be viewed by the interview committee, and will be used in the selection process for teaching staff for 2020 Music in Motion Camp.

AVAILABILITY FOR EMPLOYMENT

If employed, I am available for the following camp weeks:

- Monday June 1 to Thursday June 4, 2020
- Monday June 8 to Thursday June 11, 2020
- Monday June 15 to Thursday June 18, 2020
- Monday June 22 to Thursday June 25, 2020

REFERENCES

Give the details of three references, including supervisors, superintendents, and/or principals under whom you have worked, who have first-hand knowledge of your character, personality, scholarship, teaching, and/or work ability. **These people should fill out and submit the reference form on the next page.**

Please note that if you are selected for employment that all three of your references will be contacted.

| Name | Mailing Address | Phone Number and Area Code | Official Position | Relationship supervisor, co-worker, teacher, etc.) |
|------|-----------------|----------------------------|-------------------|--|
| | | | | |
| | | | | |
| | | | | |

Please submit your completed application to summer@houstonshowchoir.org or mail to: PO Box 980543, Houston, TX 77098 by Friday 25 October 2019.



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SUMMER CAMP TEACHING/OPERATIONAL STAFF REFERENCE FORM

APPLICANT INSTRUCTIONS: Please PRINT or TYPE the top portion of this page, SIGN and provide to your referee for completion.

REFEREE INSTRUCTIONS: Please complete and mail or email to Houston Show Choir as soon as possible. Thank you for your assistance.

NAME OF APPLICANT: _____ **Social Security Number:** _____

I am applying for the position of TEACHING STAFF / OPERATIONAL STAFF (please circle).

I hereby authorize you to give FULL and COMPLETE information as requested by Houston Show Choir.

_____ (Applicant's signature)

5 – Clearly outstanding 4 – Exceeds expectations 3 – Satisfactory 2 – Below Expectations 1 – Unsatisfactory 0 – Unknown

| Personal and Professional Qualities | 5 | 4 | 3 | 2 | 1 | 0 |
|--|----------|----------|----------|----------|----------|----------|
| Enthusiasm | | | | | | |
| Attendance/Punctuality (based on absences not excused or permitted by law or policy) | | | | | | |
| Professional Judgement | | | | | | |
| Response to Supervision | | | | | | |
| Teaching/Instructional Qualities (for Teaching applicants only) | 5 | 4 | 3 | 2 | 1 | 0 |
| Classroom Management and Organisation | | | | | | |
| Knowledge and Presentation of Subject Matter | | | | | | |
| Motivation of Students | | | | | | |
| Attention to Student Needs | | | | | | |
| Effective Human Relation Skills with peers, parents and students | | | | | | |
| Administrative/ Supervisor/ Instructional Qualities | 5 | 4 | 3 | 2 | 1 | 0 |
| Ability to establish a positive working environment | | | | | | |
| Knowledge of Curriculum and Instruction | | | | | | |
| Communication Skills | | | | | | |
| Attention to Student Needs | | | | | | |
| Effective Human Relation Skills with peers, parents and students | | | | | | |
| Demonstrates originality and creativity in problem solving | | | | | | |
| Takes personal responsibility for professional growth | | | | | | |

How long have you known the applicant? _____

Would you hire/rehire the above applicant? Y/N

Relationship to the applicant: _____

Comments:

Name: _____ Signature: _____

Date: _____ Ph #: _____ Email: _____

FELONY/MISDEMEANOUR STATEMENT

(Initial) I have never been convicted of any of the following offenses:
- a felony or misdemeanor classified as an offense against the person or family;
- a felony or misdemeanor classified as public indecency, or
- a felony violation of any law intended to control the possession or distribution of any drug or controlled substance.

(Initial) I have never been convicted or placed on deferred adjudication for any felony or misdemeanor and there are no pending criminal charges against me. Deferred adjudication is a common term in criminal law. It is generally understood to be a process whereby the judge defers rendering a conviction pending an opportunity for the defendant to demonstrate rehabilitation. If, after a set period of time the defendant demonstrates rehabilitation, the record is cleared.

I certify that all information provided as part of this application is true, complete and correct. I understand that if any information proves to be incorrect, incomplete, or misleading, any offers of employment made by Houston Show Choir (HSC) may be revoked, or if I have already begun employment when HSC discovers that the information is incorrect, incomplete, or misleading, I may be terminated.

I further authorize HSC to investigate all statements contained in this application and other documents submitted as part of the application process, to investigate all information regarding my previous employment and educational background, and to contact all referees and/or prior employers. I authorize any person, educational institution or legal entity contacted by HSC to release any information about me upon the request of HSC. I hereby release all parties providing information to the HSC from all liability for any damage that may result from furnishing that information. I authorize HSC to obtain my criminal history record, if any, from any source. I further authorize any law enforcement agency, including but not limited to any police department or the Texas Department of Public Safety, as well as the Texas Department of Corrections, to furnish HSC any such criminal history records. I hereby release, discharge and agree to hold harmless HSC, its agents, employees, officers and representatives, of and from any and all liability that might arise from any investigation of me in connection with my application for employment or employment with HSC.

If employed by HSC, I agree to conform to all HSC policies and procedures.

I also understand that unless HSC and I execute a written employment contract for a specified term, any employment of mine by the HSC will be at will, and my employment can be terminated by me or HSC at any time, with or without cause and with or without notice.

DATE: ____/____/____

Signature