

Center for Talented Youth  
 CTY Summer Programs Employment  
 Johns Hopkins University  
 McAuley Hall  
 5801 Smith Avenue, Ste. 400  
 Baltimore, MD 21209

**RETURNING EMPLOYEE**

Please read all enclosed materials prior to completing this application. Type or print legibly in black ink. Complete all 4 pages of this application, and sign the statements at the top of page 3 and the bottom of page 4. Applicants 16 and 17 years old must submit a Work Permit for the state in which the site is located prior to employment.

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.	Last	First	Middle	Previous last name (if any)
--	------	-------	--------	-----------------------------

Mailing Address	Street	City	State	Zip Code
-----------------	--------	------	-------	----------

Last date to use mailing address	Spring break dates, if any
----------------------------------	----------------------------

Telephone (evening)	Telephone (day)	Fax
---------------------	-----------------	-----

Email *(Please write clearly--this is our primary means of communication.)*

Permanent Address (if different)	Street	City	State	Zip Code
-------------------------------------	--------	------	-------	----------

Permanent Phone	Did you apply last year? <input type="checkbox"/> Yes <input type="checkbox"/> No
-----------------	---

How did you learn about CTY?  Friend: \_\_\_\_\_  Former Employee: \_\_\_\_\_  Publication: \_\_\_\_\_  
 Job Fair: \_\_\_\_\_  Professional Conference: \_\_\_\_\_  Career Center: \_\_\_\_\_  
 I was a CTY student.  Website: \_\_\_\_\_  Departmental Posting: \_\_\_\_\_  Email  Other: \_\_\_\_\_

Do you require a visa or work authorization for employment in the U.S.?  Yes  No If you already possess a visa, indicate visa classification: \_\_\_\_\_  
*If hired, you will be required to submit proof of U.S. citizenship or lawful alien status that permits you to work in the U.S.*

What work accommodations, if any, will you require to safely perform the essential functions of the job(s) for which you are applying? *(Attach sheet if needed.)*

Do you have a valid driver's license?  Yes  No Identify issuing state/country and expiration date: \_\_\_\_\_  
 List all automobile accidents and traffic violations (other than parking) over the past three years: \_\_\_\_\_

*Traffic violations that must be reported include all moving violations, including but not limited to, speeding tickets, Driving Under the Influence ("DUI"), Driving While Intoxicated, ("DWI"), Driving without a License, Driving with a Suspended License, Reckless Driving, and all other traffic violations regardless of whether they are classified as a misdemeanor, a felony, or some other designation. Applicants are advised to check their driving records to ensure that they have included all violations.*

Have you ever been convicted of a criminal offense other than a motor vehicle offense?  Yes  No If yes, explain fully: \_\_\_\_\_  
*Attach sheet if needed. A criminal background check is part of our employment process. For all positions which could involve driving site vehicles, we also conduct driving record checks.*

Education	School Name, Location	# of Years Attended	Major/Minor	GPA	Degree Rec'd
High School					
College/University					
Grad/Professional School					

**Please describe your work history on an attached resume/CV.** Begin with your most recent position and account for all lapses in employment. Include any Johns Hopkins University employment as well as military service.

**Foreign Language Proficiency:** List your foreign language reading, writing, or speaking skills and indicate your skill level as beginner, intermediate, or advanced for each.

**Former CTY/CAA Employees:** At which site did you last work and when? What was your position? For instructional staff, which course did you teach?

FOR OFFICE USE ONLY											
S	Y	C	P	C	S	1	2	1 & 2	DAY	\$ _____ per session	BC _____
S	Y	C	P	C	S	1	2	1 & 2	DAY	\$ _____ per session	MVR <input type="checkbox"/>

**Positions:** Detailed position descriptions, qualifications, and salary information can be found at [www.cty.jhu.edu/summer/employment](http://www.cty.jhu.edu/summer/employment).

Using a 1-4, please rank up to four position choices in the blanks below.

*Administrative staff positions*

**Reminder:** Administrators start on June 22.

- \_\_\_ Site Director
- \_\_\_ Academic Dean
- \_\_\_ Academic Dean's Assistant
- \_\_\_ Dean of Residential Life\*
- \_\_\_ Senior Resident Assistant\*
- \_\_\_ Dean of Students\*\*
- \_\_\_ Dean of Students' Assistant (some sites)\*\*
- \_\_\_ Academic Counselor
- \_\_\_ Office Manager
- \_\_\_ Residential Program Assistant\*
- \_\_\_ General Assistant\*\*
- \_\_\_ Health Assistant
- \_\_\_ Site Nurse (some sites)
- \_\_\_ *Nurses: please send a copy of your license instead of official transcripts.*
- \_\_\_ Health Office Manager (some sites)
- \_\_\_ Marine Sciences Site Administrator
- \_\_\_ Marine Sciences Residential Program Asst.

*Instructional staff positions*

- \_\_\_ Instructor
- \_\_\_ Subject Area Coordinator
- \_\_\_ Teaching Assistant\*
- \_\_\_ Program Assistant\*\*

*Residential staff positions\**

- \_\_\_ Resident Assistant
- \_\_\_ Marine Sciences Resident Assistant

\* available at residential sites only

\*\* available at day sites only

**Course(s) (only for instructor, TA, and PA applicants):** List, in order, up to four course preferences using the 4-letter code from the included course lists.

Course Choice 1: \_\_\_\_\_

Course Choice 2: \_\_\_\_\_

Course Choice 3: \_\_\_\_\_

Course Choice 4: \_\_\_\_\_

**Session(s):** Please rank from 1-3 in order of preference. Write "no" in the space next to dates that are impossible for you.

\_\_\_ Both Sessions\*  
(June 25 – August 8)

\_\_\_ Session 1 only\*  
(June 25 – July 18)

\_\_\_ Session 2 only\*\*  
(July 18 – August 8)

\* Administrators start on June 22.

\*\* At session 2 only sites, administrators start July 13 and other staff start July 16.

**Site Preferences:** Using a 1-6, please rank up to six site preferences blanks below. **Flexibility in site preferences greatly assists us in finding positions for qualified candidates.** For more information about sites, go to: [www.cty.jhu.edu/summer/employment](http://www.cty.jhu.edu/summer/employment).

Rank	Site	Grades	Sessions	Special Considerations	
	ANY Residential Site	N/A	N/A		Residential Sites
	ANY East Coast Res.	N/A	N/A		
	ANY West Coast Res.	N/A	N/A		
	Los Angeles, CA	7 <sup>th</sup> -10 <sup>th</sup> Grades	Both		
	Palo Alto, CA	5 <sup>th</sup> -6 <sup>th</sup> Grades	Both		
	San Fran., CA	10 <sup>th</sup> -12 <sup>th</sup> Grades	Second	Civic Leadership Institute	
	Santa Cruz, CA	7 <sup>th</sup> -10 <sup>th</sup> Grades	Both		
	Thousand Oaks, CA	5 <sup>th</sup> -6 <sup>th</sup> Grades	Both		
	Kaneohe, HI	7 <sup>th</sup> -10 <sup>th</sup> Grades	Both		
	Great Barrington, MA (CTY/Middlebury Monterey Language Academy)	7 <sup>th</sup> -10 <sup>th</sup> Grades	First	CTY is hiring only administrators. The session runs four weeks, and staff begin on June 20.	
	South Hadley, MA	5 <sup>th</sup> -6 <sup>th</sup> Grades	Both		
	Baltimore, MD (JHU)	7 <sup>th</sup> -10 <sup>th</sup> Grades	Both		
	Baltimore, MD	7 <sup>th</sup> -10 <sup>th</sup> Grades	First	Marine Sciences	
	Baltimore, MD	10 <sup>th</sup> -12 <sup>th</sup> Grades	First	Civic Leadership Institute	
	Chestertown, MD	5 <sup>th</sup> -6 <sup>th</sup> Grades	Both		
	Princeton, NJ	10 <sup>th</sup> -12 <sup>th</sup> Grades	First		
	Sar. Springs, NY	7 <sup>th</sup> -10 <sup>th</sup> Grades	Both		
	Bethlehem, PA	5 <sup>th</sup> -10 <sup>th</sup> Grades	Both		
	Carlisle, PA	7 <sup>th</sup> -10 <sup>th</sup> Grades	Both		
	Easton, PA	7 <sup>th</sup> -10 <sup>th</sup> Grades	Both		
	Lancaster, PA	7 <sup>th</sup> -10 <sup>th</sup> Grades	Both		
	Bristol, RI	7 <sup>th</sup> -10 <sup>th</sup> Grades	Both		
	La Jolla, CA	2 <sup>nd</sup> -6 <sup>th</sup> Grades	First	Room and board not provided.	Day Sites
	Los Angeles, CA (Windward School)	2 <sup>nd</sup> -6 <sup>th</sup> Grades	Both	Room and board not provided.	
	Pasadena, CA	2 <sup>nd</sup> -6 <sup>th</sup> Grades	Both	Room and board not provided. Core dates — June 18-Aug. 1	
	Brooklandville, MD	2 <sup>nd</sup> -6 <sup>th</sup> Grades	Both	Room and board not provided.	
	Sandy Spring, MD	2 <sup>nd</sup> -6 <sup>th</sup> Grades	Both	Room and board not provided.	
	Alexandria, VA	2 <sup>nd</sup> -6 <sup>th</sup> Grades	Second	Room and board not provided.	
	Nanjing, China	9 <sup>th</sup> -12 <sup>th</sup> Grades	First	Core dates — June 24-July 18	Int'l Sites*
	Hong Kong S.A.R.	7 <sup>th</sup> -9 <sup>th</sup> Grades	Second	Core dates — July 9-Aug. 1	
	Monterrey, Mexico	7 <sup>th</sup> -12 <sup>th</sup> Grades	First	Core dates — July 2-July 25	
	Madrid, Spain	7 <sup>th</sup> -12 <sup>th</sup> Grades	First	Core dates — July 2-July 26	

\* **Note for International Sites:** CTY does not cover any travel costs for staff to our Mexico site. CTY will assist with international travel to sites outside of North America.

**Comments:** Use this section to clarify your preferences. Providing a detailed explanation of your preferences will greatly assist us in reviewing your application and finding positions which may be of interest to you and for which you may be a good fit. For example, if your site choice is more important to you than your position or course choice, we would like to know:

---



---



---



---



---



7. Employer:	Dates of Employment:	Position:
Supervisor:	Phone Number:	Email Address:
8. Employer:	Dates of Employment:	Position:
Supervisor:	Phone Number:	Email Address:
9. Employer:	Dates of Employment:	Position:
Supervisor:	Phone Number:	Email Address:
10. Employer:	Dates of Employment:	Position:
Supervisor:	Phone Number:	Email Address:

**Professional References:** Place an asterisk next to the name of any individual who will be submitting a reference.

Name	Phone Number	Email Address	Relationship
1.			
2.			
3.			

## Certifications

**You must sign below for your application to be considered.**

- Johns Hopkins University Statement on Safety and Security: In compliance with the Campus Security Act, Johns Hopkins University provides employees, and prospective employees on request, with an Annual Security Report on university-wide security and safety, including related policies, procedures, and crime statistics. A copy of this report may be obtained by writing or calling the Security Office, Shriver Hall, 3400 N. Charles St., Baltimore, MD 21218, 410-516-4600, or by visiting <http://ope.ed.gov/security/Search.asp>.
- The Johns Hopkins University does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, or veteran status in any student program or activity administered by the university or with regard to admission or employment. Defense Department discrimination in ROTC programs on the basis of sexual orientation conflicts with this university policy. The university continues its ROTC program, but encourages a change in the Defense Department policy.
- Under Maryland law an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to or take a polygraph, lie detector, or similar test or examination as a condition of employment or continued employment. Any employer who violates that provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.

I hereby certify, under penalty of perjury, that I have not been convicted of any crime involving children or minors, or any sex-related or child abuse-related offense.

I also hereby certify, under penalty of perjury, that the facts set forth in this employment application and any submitted materials are true and complete to the best of my knowledge. I understand that if employed, omissions and/or falsified statements on this application may be considered sufficient cause for dismissal.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# JOHNS HOPKINS

U N I V E R S I T Y

## Center for Talented Youth

*To inspire young people by offering distinctive educational opportunities that nurture intellectual abilities, advance academic achievement, and enhance personal development.*