

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)
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Mailing Address	Street	City	State	Zip Code
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Last date to use mailing address	Spring break dates, if any
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Telephone (evening)	Telephone (day)	Fax
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Email *(Please write clearly--this is our primary means of communication.)*

Permanent Address (if different)	Street	City	State	Zip Code
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Permanent Phone	Did you apply last year? <input type="checkbox"/> Yes <input type="checkbox"/> No
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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	Number 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).

Please rank **up to four** choices:

*Administrative staff positions*

**Reminder:** Administrators start on June 23.

- Site Director
- Academic Dean
- Academic Dean's Assistant
- Dean of Residential Life\*
- Senior Resident Assistant\*
- Dean of Students\*\*
- Dean of Students' Assistant\*\*
- 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 Asst. 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
- \*\*\* not available at Marine Sciences site

**Instructor, TA, and PA applicants:** List, in order, up to four course preferences using the 4-letter code from the included course offering lists.

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

- Session 1 only (June 26\* – July 19)
- Session 2 only (July 19 – August 9)
- Both Sessions (June 26\* – August 9)  
(\*Administrators start June 23.)

**Site Preferences:** Please indicate your site preferences using the check boxes. If you would like to make a specific site request, refer to the list of site codes and host institutions at: [www.cty.jhu.edu/summer/employment](http://www.cty.jhu.edu/summer/employment)

Please consider me for work at the following **RESIDENTIAL SITES** (check all that apply):  
*Note: CTY pays for room and board at residential sites but not for travel.*

- Any residential site       East Coast only       West Coast only

Only these sites (please use the 3-letter site code):

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please consider me for work with students in:  5<sup>th</sup> & 6<sup>th</sup> grade       7<sup>th</sup> grade or above

Please consider me for work at the following **DAY SITES** (check all that apply):  
*Note: Room and board are not provided or available at day sites.*

- Alexandria, VA\*\*       Brooklandville, MD       Sandy Spring, MD  
 La Jolla, CA\*       Los Angeles, CA       Pasadena, CA\*

\* Session 1 only.      \*\* Session 2 only.

Please consider me for work at the following **INTERNATIONAL SITES** (check all that apply):  
*Note: International sites operate for only one session. CTY pays for room and board at all international sites. CTY does not cover any travel costs for staff at our Mexico or Spain sites. CTY will assist with international travel to China.*

- Puebla, Mexico (July 3-July26)       Monterrey, Mexico (July 3-July26)       Madrid, Spain (July 24-August 16)  
 Nanjing, China (July 3-July 26)

Administrators for international sites report to work 3 days before the above listed start dates for non-administrative staff.

Please consider me for work at the **CTY / MIDDLEBURY-MONTEREY LANGUAGE ACADEMY**   
*Note: CTY is only hiring administrative staff positions for this program. The program runs for four weeks beginning on June 28. Administrative staff arrive June 23. The program is being held at Hampshire College in Amherst, MA. For complete program information, visit: [www.cty.jhu.edu/summer/employment](http://www.cty.jhu.edu/summer/employment)*

**Comments:** Please add any comments that will make your preferences more clear. For example, if your site choice is more important to you than your position or course choice, we would like to know:

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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:

<b>Professional References:</b> 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**  
UNIVERSITY

Center for Talented Youth

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