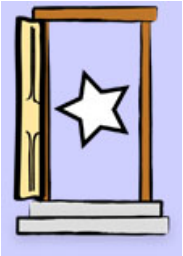
MARTHA'S VINEYARD ADULT LEARNING PROGRAM

Employment Application



Please print the application below, fill it out and mail it to:

Jeanne Burke
MVALP
P.O. Box 1697
Edgartown, MA 02539

Thank you for your interest in MVALP.

POSITION(S) APPLIED FOR		
☐ ESOL Instructor	☐ Community Planner	☐ Technology Coordinator
☐ Office Support	☐ ADA Coordinator	

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Mailing Address			
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
When can you begin work?			
Are you a citizen of the United States? YES ☐ NO ☐	If no, are you authorized to work in the U.S.? YES ☐ NO ☐		
Have you ever been convicted of a felony? YES ☐ NO ☐	If yes, explain		

EDUCATION		
Institution		
From	To	Degree

Institution		
From	To	Degree

Institution		
From	To	Degree

REFERENCES	
Please list three professional references.	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship

Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	

PREVIOUS EMPLOYMENT

Company		Phone
Address		
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?	YES ☐	NO ☐
Company		Phone
Address		
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?	YES ☐	NO ☐
Company		Phone
Address		
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?	YES ☐	NO ☐

PROFESSIONAL AFFILIATIONS

List any organizations to which you belong or are associated

PROFESSIONAL DEVELOPMENT

List any committees, workshop presentation, panel speaking, submissions, etc

NARRATIVE QUESTIONS

Describe any experiences you have had with other languages and cultures

Describe why you think you will be successful in this job

Instructor Applicants:
Describe your method(s) and approach(es) to teaching English as a Second Language to Adults

DISCLAIMER AND SIGNATURE

"I authorize present and former employers, and individuals I have listed as personal references, to furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information."

Additionally, all applicants may be subject to a background check (CORI) to investigate criminal activity.

Signature Date