



**Job Application  
Classroom Instructor  
Mason Community Arts Academy**

*Thank you for applying for the position of Class Instructor. Please complete the following application and return it to Potomac Arts Academy along with your resume and 2 letters of reference. If necessary you may attach additional pages to this application.*

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**EDUCATION**

Undergraduate School \_\_\_\_\_

Attended from \_\_\_\_\_ to \_\_\_\_\_ Degree \_\_\_\_\_

Concentration \_\_\_\_\_ Date (or expected date) of Graduation \_\_\_\_\_

Graduate School \_\_\_\_\_

Attended from \_\_\_\_\_ to \_\_\_\_\_ Degree \_\_\_\_\_

Concentration \_\_\_\_\_ Date (or expected date) of Graduation \_\_\_\_\_

Graduate School \_\_\_\_\_

Attended from \_\_\_\_\_ to \_\_\_\_\_ Degree \_\_\_\_\_

Concentration \_\_\_\_\_ Date (or expected date) of Graduation \_\_\_\_\_

**EMPLOYMENT HISTORY**

Please list your last 3 places of employment

Name of Business/Organization \_\_\_\_\_

Date of Employment From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_

Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

continued on next page

**EMPLOYMENT HISTORY continued**

Name of Business/Organization \_\_\_\_\_

Date of Employment From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_

Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Name of Business/Organization \_\_\_\_\_

Date of Employment From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_

Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**ABOUT YOU**

Please list any significant honors or awards you have received in your field of study.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly describe your previous teaching experience. Please specify whether this is teaching in a classroom, group, or private setting, as well as the ages and levels of students you have taught.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any professional/pedagogy training you have completed - include college courses as well as professional workshops and seminars.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you hear about Mason Community Arts Academy and why do you want to work here? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## REFERENCES

Please at least list at least TWO references, preferably someone who has knowledge of your professional experience.

Name \_\_\_\_\_ Title \_\_\_\_\_

Relationship \_\_\_\_\_ Institution \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Relationship \_\_\_\_\_ Institution \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Relationship \_\_\_\_\_ Institution \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Please describe your teaching philosophy below (or attach a separate sheet):

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Feel free to attach any letters of recommendation or other materials you think would be helpful to this application.

### Office Use Only

Completed Application

Resume Attached

Reference List

Teaching Philosophy