

**HARTWICK COLLEGE SUMMER MUSIC FESTIVAL
STAFF APPLICATION**

REQUIRED FORMS: *Completed Staff Application, Staff Recommendation Letter, and Performance/Audition Tape. All CIT and FA applications must also include the Festival Application, Teacher Recommendation form, and application fee (see Festival application form).*

I. PERSONAL INFORMATION:

Name: _____

Soc. Sec.#: _____

Address: _____

City: _____ State: _____

Zip Code: _____ E-Mail: _____

Telephone # – Home: _____

Work: _____ Mobile: _____

Date of Birth: _____

Check Age Category as of July 1, 2007: Under 18 ___ Over 18 ___ Over 21 ___

II. REFERENCES: Please list three individuals who we may contact for professional employment references. Do not list relatives or personal friends. Please indicate name, address, telephone #, E-mail, dates and nature of relationship.

1) _____

2) _____

3) _____

III. EMPLOYMENT INFORMATION:

Please specify which position you are applying for at the Hartwick College Summer Music Festival & Institute (check one):

Teaching Assistantship _____ Counseling Staff _____ Stage Crew _____

CIT _____ FA _____

IV. EDUCATION & PROFESSIONAL INFORMATION:

Please send your resume with a completed application, including the following information as it relates to the position you seek.

- A. Educational Background: (school name/years attended/major/degree)
- B. Camp Experience: (camp name/years attended/director's name & telephone #)
- C. Instrumental/Vocal Study: (major teachers/years of study)
- D. Teaching Experience: (subject/years taught/location/levels)
- E. Conducting/Coaching Experience: (ensemble/years taught/location/level)
- F. Administrative Experience: (institution name/position/duties)

V. NARRATIVE REPSONSES:

Please respond to the questions below on a separate sheet.

- 1) Why do you believe music camp is important to young musicians?
- 2) How would you contribute to a successful summer at HCSMF?
- 3) What do you hope to gain by joining us for the summer?
- 4) Why do you like working with children?
- 5) Anything else you would like us to know?

Please list any hobbies or recreational activities that interest you.

VI. BACKGROUND CHECK:

- 1) Have you ever been convicted of sexual or child abuse? _____ If so, when and where?

- 2) Have you ever been convicted of any criminal offense? _____ If so, when and where?

I understand that HCSMF may investigate my work and personal history, verifying all information given on this application, related papers, and in interviews, including a criminal background and license check. I hereby authorize any individual(s), school(s), or firm(s) to provide any information requested about me and hereby release them from all liability for damage in providing this information.

I certify that all statements in this form and other information provided by me in applying for this position are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Signature: _____

Date: _____

Hartwick College Summer Music Festival
1 Hartwick Drive
Oneonta, New York 13820
www.Hartwickmusicfestival.org

Section I: To be completed by the applicant:

Name: _____

Position applying for: _____

In accordance with the provisions of the Family Rights and Privacy Act, the following report is to be regarded as:

___ **Confidential** - I waive my right of review

___ **Non-Confidential** - I retain my right of review

Applicant's signature: _____

Date: _____

Section 2: To be completed by the recommender:

Name of person providing this recommendation:

Title and/or position of recommender:

Address of recommender: _____

Phone Number (s): _____

E-mail Address: _____

Describe how long you have known the applicant and in what capacity. Please include dates.

How well does the candidate take direction?

What is the candidate's biggest strength?

Are there any weaknesses of the candidate we should be aware of?

Is the candidate a team player?

How are the candidate's peer relations?

Have you had a chance to observe the candidate with children? _____ If so, what age and capacity? _____

If applicable, please comment on the candidate's work with children.

If you had a child, would you feel comfortable knowing the candidate was working with and potentially living with them in their dormitory?

Do you recommend the candidate for this position?

Please feel free to add any additional comments on the back of this sheet. The HCSMF&I staff will contact you to verify this recommendation. Thank you for your time.

Signature of Recommender: _____ Date: _____