



## Application for Overseas Teaching Intern 2015-2016 School Year

The Traveling School Overseas Teaching Intern is an unpaid position which is available to Traveling School alumnae only. Depending upon individual circumstances, this position could be used to earn college credit, develop skills for future employment or provide student teaching placement in conjunction with your education program.

### **PERSONAL INFORMATION**

Name: \_\_\_\_\_

First

Middle

Last

Permanent Address: \_\_\_\_\_

City

State

Zip

Country

Present Address: \_\_\_\_\_

City

State

Zip

Country

Dates at present address: \_\_\_\_\_ to \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

### **ELIGIBILITY INFORMATION**

As a condition of an internship with The Traveling School, Teachers shall undergo and complete, to the satisfaction of The Traveling School, a Fingerprint based search of the local, state, and national files to disclose any criminal record and a credit check. It is in the sole discretion of The Traveling School to determine whether the results of the Teacher's background check are satisfactory for employment at The Traveling School. Should The Traveling School determine the results of Teacher's background check are not acceptable, The Traveling School may not offer an internship.

1. If hired, can you provide proof of eligibility to work in the USA?  Yes  No
2. Have you ever been convicted of any law violation?  Yes  No

If yes, give details. (A conviction will not necessarily disqualify applicant from employment.) \_\_\_\_\_

3. Are you at least 21 years old?  Yes  No
4. Have you previously applied to The Traveling School?  Yes  No

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5. If yes, when did you apply? \_\_\_\_\_  
\_\_\_\_\_
6. If granted an internship do you expect to be engaged in any additional business, employment or schooling outside of TTS?  Yes  No  
If yes, please describe the employment or schooling. \_\_\_\_\_  
\_\_\_\_\_

**EDUCATION & TRAINING**

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7. Highest Degree Earned: \_\_\_\_\_
8. Are you currently pursuing an additional/advanced degree?  Yes  No
9. If yes, please describe: \_\_\_\_\_
10. Describe your teaching experience. What subjects did you teach? With what age groups did you work  
What was the length of employment? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Describe your experience in international settings. In what areas/regions have you traveled? List countries  
and describe circumstances regarding any overseas teaching experience. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Additional training or certifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Do you hold a valid teaching license or certificate?  Yes  No  
If yes, please provide details. \_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT**

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14. Name of Employer: \_\_\_\_\_

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Employer's Address: \_\_\_\_\_

City State Zip Country

Job Title: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Wages: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Phone: ( \_\_\_\_\_ ) Supervisor Email: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer?  Yes  No

15. Name of Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City State Zip Country

Job Title: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Wages: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Phone: ( \_\_\_\_\_ ) Supervisor Email: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer?  Yes  No

16. Name of Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City State Zip Country

Job Title: \_\_\_\_\_

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Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Wages: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we contact this employer?  Yes  No

17. Have you worked or attended school under any other name?  Yes  No

If yes, provide name(s)? \_\_\_\_\_

18. Have you ever been fired from a job or asked to resign?  Yes  No

If yes, please explain? \_\_\_\_\_

19. Are you able to carry up to 50 lbs. on a regular basis?  Yes  No

**OUTDOOR SKILLS ASSESSMENT**

The purpose of this section is to determine your level of competency and experience in the following outdoor pursuits. The Traveling School does not expect instructors to have experience or expertise in all categories. Our interest is to ensure we have a balanced combination of experience and training on each semester to benefit our students. Please rate your competency level based on your proficiency in each activity.

20. Indicate your level of expertise for each activity - no experience, beginner, intermediate, expert or instructor.

Hiking	_____	Lake/Pool Swimming	_____
Backpacking	_____	Ocean Swimming	_____
Camping	_____	Kayaking (Sea or Whitewater)	_____
Leave No Trace Practices	_____	Whitewater Rafting	_____
Mountaineering	_____	Canoeing	_____
Rock Climbing	_____	Snorkeling	_____
		Scuba Diving	_____

21. Describe your outdoor leadership experience. In particular, list and explain past outdoor educator jobs and related responsibilities. \_\_\_\_\_

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

**LANGUAGE ASSESSMENT – SPRING APPLICANTS ONLY**

The purpose of this section is to determine your level of Spanish competency. Traveling School does not expect all instructors to be fluent in Spanish. Our interest is to ensure we have a balanced combination of skills on each semester to benefit our students. Please rate your competency level based on your proficiency in each activity.

22. List any language skills below. Include details which describe your level of fluency and experience. \_\_\_\_\_

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

23. Spanish Skills Assessment - Indicate your level of expertise for each activity - no experience, beginner, intermediate, expert or instructor.

Set up activities, transportation and accommodations in writing	_____	Translate speakers, guides, etc. for the group	_____
Set up activities, transportation and accommodations in person or on the phone	_____	Communicate student medical needs at local clinics, doctor's offices or hospitals	_____
Teach Beginning Conversational Spanish class	_____	Teach Intermediate Conversational Spanish class	_____
Teach Advanced Conversational Spanish class	_____		

**PROFESSIONAL REFERENCES**

Please provide 3 professional references. References should not be related to you and should be able to speak to your abilities as an employee.

24. Reference 1 Name: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

\_\_\_\_\_

25. Reference 2 Name: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_  
Relationship to applicant: \_\_\_\_\_  
\_\_\_\_\_

26. Reference 3 Name: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_  
Relationship to applicant: \_\_\_\_\_  
\_\_\_\_\_

Applications will be consider complete upon receiving:

- Letter of interest
- Resume
- 3 minute video that answers these questions:
  - Describe the impact of your Traveling School semester.
  - Why is becoming a Traveling School teacher important to you?
- Official higher learning transcripts
- Letter of recommendation from a Traveling School teacher
- Letter of recommendation from a college professor or employer

Applications and supplemental materials should be mailed or emailed to:

The Traveling School  
Attn: Head of School  
PO Box 7058  
Bozeman, MT 59771  
[info@travelingschool.com](mailto:info@travelingschool.com)

**Applications accepted through April 1, 2015 for the 2015-2016 academic year.**

Internship placement will be determined after the faculty hiring process which takes place through mid-May. After initial review, finalists will be invited for a formal interview (either in person or via Skype). TTS is committed to taking the time to carefully review alumnae interns and will not fill the position until the ideal candidate is found. Correspondence via email is preferred.

**I confirm that all statements and information provided within this application and its attachments, if any, are true and complete. I understand that omission or misrepresentation of material fact may result in refusal of or separation from internship.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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