

Ferrwood Music Camp Instructor Application

Deadline for all applications is **Monday, April 30th, 2012**. All applications **must be received by this date** in order to be considered.

Mail all Applications to

Sarah Lagana
735 West Diamond Ave.
Hazleton, PA 18201

You are applying for a job at Ferrwood Music Camp as an instructor. In order to apply you must be **studying either music education or music performance in a college/university or have a degree in one of these fields**. You must have completed **at least one year of study** in this field to be eligible to apply. *You must also obtain the proper clearances in order to work and/or reside at Ferrwood Music Camp.* **Returning Ferrwood Instructors, please read below.* **Pay is \$265 per week. One full week of work at Ferrwood includes arrival at 12 p.m. Sunday afternoon and departure after the Student Performance Friday evening.**

Please know you will be expected to interact with the children during your instructional periods. You will be expected to provide support and encouragement as well as teach theory/history/ear training/listening/technical skill/etc., assess student ability, adjudicate student recitals and provide quality music instruction. Your official hours are 9:00 - 11:30 a.m. and ensemble times which are 6-8:30 p.m. daily. Hours may vary depending on the lesson schedule outlined per day. Instructors will be asked to hold occasional master classes, faculty recitals and small educational segments on various styles in music.

Absolutely no alcohol, tobacco or drugs are allowed on the property of Ferrwood Music camp! Alcohol, tobacco or drugs are not allowed at any time, even if no children are on the premises. Failure to abide by this rule will result in immediate dismissal from camp without pay. Under aged drinkers will be reported to the police as well as their parents/guardians, no exceptions. Instructors who are of legal drinking age will have a letter sent to their college/university or place of employment. Instructors report directly to the camp director and music director who will have full authority during the camping season. Always keep in mind that you are a **role model** to campers, regardless of age. They look to you as an example; you are **required** to abide by the same rules that campers do concerning relationships, dating, boyfriends and girlfriends. Residing instructors must return to the grounds of Ferrwood Music Camp by 11 p.m. each night before the gates are locked for the evening. Those who fail to return in time will be forced to find alternate sleeping accommodations for the night. Commuting instructors need to arrive at the camp by 8:30 a.m. Monday-Friday. All instructors should be present from 3-5 p.m. each Sunday registration of camp to audition students. *Instructors can always challenge a decision made by the director and/or music director to the President of the Philharmonic who will have the ultimate authority to render a final decision. Proper chain of command must be followed before the President of the Philharmonic is involved.*

For returning Ferrwood instructors: If you worked for Ferrwood from the 2010 season on, copies of your clearances are on file with The Hazleton Philharmonic. **You need not resend clearances. Clearances will **expire 5 years** from when you first sent them to work at Ferrwood.*

PA citizens: **Copies ONLY of the **Child Abuse Clearance CY113** and **State Police Request for Criminal History SP4-164** are to be included in the same envelope along with this application. Applications sent without copies of these*

clearances **will be viewed as incomplete and will not be read or considered**. The Child Abuse clearance requires a **\$10 money order** and takes several weeks to arrive. The Criminal History clearance requires **\$10** to be paid by credit card and can be done instantaneously.

Link to Child Abuse form: <http://www.dpw.state.pa.us/Resources/Documents/Pdf/FillInForms/DPWchildabuse.pdf>

Link to Criminal History Clearance:

<https://epatch.state.pa.us/Home.jsp;jsessionid=97D023D2A71246B5E2B9F5053843D1D2>

(For **Criminal History Check** -- On the left hand side under "Credit Card Users," please select "Submit a new record check." This requires \$10 to be paid by credit card and can be printed immediately.)

Non-PA citizens: You **MUST** supply a copy of your **teaching certificate** and/or **whatever clearances are required to work in a public school system in your hometown or state**.

I understand the requirements of the position and I am willing to abide by the guidelines. I also understand that without accompanying valid copies of these clearances, my application will not be considered.

Signature: _____ Date: _____

Name: _____

Address: _____

Phone: _____ (Please make sure this number is operational.)

E-Mail: _____ (Almost all notifications/letters are sent from the director solely through e-mail. Please list whatever address is checked **most frequently** and make sure this address is functional! You will be alerted by e-mail whether or not you have been hired.)

Date of Birth: _____

Instrumental teaching position for which you are applying: (i.e. trumpet, flute, voice, etc.)

Are you a graduating, degreed professional? ____ Yes ____ No

If Yes...

- Date of graduation from college: _____
- School where you graduated from: _____

- Where are you currently employed? _____

If No...

What are you studying in college?

- Music Education: _____
- Music Performance: _____
- Anticipated graduation date: _____

Have you ever attended Ferrwood? ____ Yes ____ No

If so when and in what capacity?

What weeks would you be able to work at Ferrwood Music Camp?

- ***Both weeks** (July 10th-22nd): _____
- **Week 1 only** (July 10th - 15th): _____
- **Week 2 only** (July 17th - 22nd): _____

Are you planning to reside on the grounds of Ferrwood Music Camp while you are working?

- Yes _____
- No, I have other accommodations _____

**If staying the full two weeks, you cannot reside at the camp the weekend in between the two sessions. Please make other arrangements or return home in between weeks. If this is not possible, an e-mail must be sent to the director.*

I have somewhere else to live the Friday night – Sunday morning weekend in between the 2 weeks of camp: ____ Yes ____ No

Work Experience:

1.) Name of Employer: _____

Dates of Employment: _____

Capacity:

2.) Name of Employer: _____

Dates of Employment: _____

Capacity:

3.) Name of Employer: _____

Dates of Employment: _____

Capacity:

Please provide us with the names of 3 references that can vouch for your character.

Name of Reference: _____

- Position of Reference: _____
- Phone Number: _____

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- Phone Number: _____

Have you ever worked with or taught children from ages 9-18? ____ Yes ____ No

If so when and in what capacity?

Do you have any allergies? ____ Yes ____ No
If so what are they?

Do you have any physical limitations that would require work-related accommodations?
If so, what are they?

Do you have any medical conditions or dietary restrictions that we would need to be aware of? If so, what are they?

Of all the people who are applying for this position, why should we hire you? (Use **ONLY** the space provided.)