**Application for Employment**

**STUDENT RESIDENT ASSISTANT**

**Governor’s World Language Academy**

**Summer 2024**

**COVER SHEET**

*Please contact* [*VDOE*](mailto:avis.scarborough@doe.virginia.gov;%20lisa.harris@doe.virginia.gov?subject=Assistance%20with%20GFLA%20Applications) *for assistance.*

Please identify the Academy to which you are applying:

* Japanese
* Latin
* Please also consider me for the position of Lead Resident Assistant

Date:

Name:

Permanent Mailing Address:

City, State, Zip Code:

Home Phone: (     )     -

Email:

Current Employer (or College/University if full-time student):

Employer (or College/University):

Street Address:

City, State, Zip Code:

Work/School Phone: (     )     -

Fax: (     )     -

Please list **three** professional references and their contact information. References must not be a current VDOE employee or GWLA Coordinator.

1) Name:

Position:

Phone:

Relationship:

2) Name:

Position:

Phone:

Relationship:

3) Name:

Position:

Phone:

Relationship:

**IMPORTANT:** Submit this application cover sheet and supporting documents (**do not include the application direction pages**) to the program coordinator listed in the directions. Review of applications will begin in February 2024. **Application submission by email as an attached PDF formatted file is required.**

**Please attach the following supporting documents to your application cover sheet:**

1. ***A typed letter of interest addressed to the program coordinator that includes the following:***
   * Your reasons for wanting the position;
   * Your proficiency in speaking, reading, and writing in both English and the language of the Academy and any additional languages you would be able to teach;
   * Your ability to work as a member of a team;
   * Your experience/certifications (if any) in first aid, safety, CPR, lifeguard training, etc.; and
   * Any other information that would help to explain your qualifications as a faculty member of a Governor’s World Language Academy.
2. ***Your resume or curriculum vitae that includes at a minimum the following information:***

* Your formal educational background, including high school, undergraduate, and graduate degrees. Include the years of attendance and degrees earned.
* Your work experience, especially as related to World language instruction. Include the years of employment and the positions held.
* Other experiences related to employment at a Governor’s World Language Academy, especially those related to the teaching of World languages, providing leadership for students and other professionals, and the ability to work as a member of a team.
* Your professional affiliations, especially as they relate to the teaching of World languages.

**Please have the following items sent directly to the program coordinator by the issuing individual:**

1. ***At least one current, signed, and dated letter of recommendation***, submitted electronically to the appropriate program coordinator at the email address listed in the job description. A hard copy may follow but is not required so long as the electronic copy is signed and dated.