

# APPLICATION FOR EMPLOYMENT

## TEACHER Governor's World Language Academy Summer 2025

### COVER SHEET

Please contact [VDOE](#) for assistance

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Please identify the Academy to which you are applying:

Latin

Japanese

Please also consider me for the position of Lead Teacher

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Date: \_\_\_\_\_

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

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

City, State, Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Current Position: \_\_\_\_\_

Work Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Please list **three** professional references (at least one of whom must be a current or recent supervisor) and their contact information. References must not be a current VDOE employee or GWLA Coordinator.

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

**Position:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

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

**Position:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**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 2025. **Application submission by email as an attached PDF formatted file is required.**

# APPLICATION FOR EMPLOYMENT

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

**A. *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 knowledge of the American Council on the Teaching of World Languages (ACTFL) proficiency levels; performance guidelines, and World Readiness Standards;
- Your knowledge of the Virginia World Language Standards of Learning;
- Your knowledge of and experience in immersion-style teaching;
- Your ability to work as a member of a team;
- Your experience/certifications (if any) in first aid, safety, CPR, lifeguard, etc.; and
- Any other information that would help to explain your qualifications as a faculty member of a Governor's World Language Academy.

**B. *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:**

- C. 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.