

Happy Valley Chinese School

Employment Application

Applicant Information

Full Name: _____ Birth Date: _____
Last First

Address: _____
Street Address

City State ZIP Code

Phone: () E-mail Address: _____

Date Available: _____

Position Applied for: ☐ Chinese language teacher ☐ dance teacher ☐ martial art teacher ☐ art teacher ☐ other:
Are you a citizen or green card holder of the United States? YES ☐ NO ☐ If no, your visa status? Are you authorized to work in the U.S.? YES ☐ NO ☐
Since Chinese School mainly relies on volunteers, would you consider being a volunteer? YES ☐ NO ☐ If yes, will you be able to volunteer regularly? YES ☐ NO ☐
Are you a student of Penn State? YES ☐ NO ☐ If yes, degree/major or program /
Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Current Employment (study)

Please provide a brief description of your current employment or studies, and indicate the length of time you expect to remain in State College.

Personal Statement

Please explain your reasons for wanting to teach at the Chinese School.

Education

High School: _____ City, State, Country: _____
From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____
College: _____ Address: _____
From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____
Other: _____ Address: _____
From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three references.

Full Name: Relationship:

Employer: _____ Phone: () _____

email: _____

Full Name: Relationship:

Employer: _____ Phone: () _____

email:

Full Name: Relationship:

Employer: _____ Phone: () _____

email:

Previous Professional Experience

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Responsibilities:

From: To: Reason for Leaving:

May we contact your previous supervisor for a reference? ☐ YES ☐ NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title:

Responsibilities:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? ☐ YES ☐ NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____