

the Houston Museum of natural science

January 14, 2016

Dear Prospective Teacher,

Thank you for your interest in the Houston Museum of Natural Science summer camp program. Successful applicants will teach in the Museum's *Xplorations* summer camp program and/or the Scout camp program; engaging children through hands-on learning activities, working with student volunteers and paid teaching assistants to organize classroom materials and projects and maintaining a safe and fun environment for our campers. Summer Camp teachers are paid \$17.00 per hour. Please note that available positions are limited.

Teacher applicants should have an interest in science, natural history and related fields. Additionally, they should communicate well with children, teenagers and adults, demonstrate initiative, and have a positive attitude.

To apply for the teaching position, please complete all enclosed forms. In addition, we ask for you to include a current résumé and two letters of recommendation from supervisors who have worked with you before. These letters of recommendation must not be from a relative or from an HMNS employee. Use the checklist on the following page to ensure you have completed all steps of the application process.

Applications will be accepted from this point until March 18, 2016. After all materials are received, you may be asked via email to interview at the Museum. You will be notified by April 20, 2016 of whether or not you have been accepted as a teacher. Please note that if you are invited to work at the Museum, you must attend one training and orientation session on **May 9, 2016**. This mandatory teacher orientation will begin at 5:30pm in the Lower Level Classrooms at the Hermann Park location of the museum. If you cannot make it to this training session, the make-up date will be **May 16, 2016** at 5:30pm in the Lower Level Classrooms at the Hermann Park location of the museum

If you have any questions or need any assistance with the information in this packet please contact xplorations@hmns.org. **No phone calls please.**

Sincerely,

Kat Havens
Assistant Director of Youth Education
Houston Museum of Natural Science
5555 Hermann Park Drive
Houston, TX 77030

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2016 Teacher Application Checklist

This checklist will help ensure you have done everything necessary to apply for a teaching position at the Houston Museum of Natural Science.

- **Please keep this page and the cover letter for your reference.** Read the preceding letter thoroughly before you begin your paperwork. You are responsible for all the information it contains.
- **Print and complete all following forms:**
 - Teacher Contact Information
 - Teacher Availability Form
 - Teacher Interest Survey
- **Get two letters of recommendation** from supervisors who have worked with you before. This letter may not be from an HMNS employee. These letters should be sealed and signed by the recommender and included in your complete application packet or received separately by March 18, 2016.
- **Include your current résumé and proof of certification (available online at <https://secure.sbec.state.tx.us/SBECONLINE/virtcert.asp>)**
- **Return all completed forms listed above to the HMNS Education Department:**

Electronic delivery

In this case letters of recommendation may arrive separately via mail or delivery.

Applications may be completed, scanned, and saved in PDF format with your name in the file title. PDF applications may be emailed to xplorations@hmns.org, the subject of the email should be “Teacher Application: *your name*” When your file is received you will receive a confirmation email.

If you have not received a confirmation email within three days please email to confirm receipt.

NO PHONE CALLS PLEASE.

Mail

Xplorations—Education Department
Houston Museum of Natural Science
5555 Hermann Park Drive
Houston, TX 77030

Delivery to HMNS

Complete application packets may be delivered to the HMNS Museum Services desk at 5555 Hermann Park Drive. Applications should be clearly marked Attn: Xplorations Registrar

ALL MATERIALS MUST BE RECEIVED BY MARCH 18, 2016

Please contact us with any questions at xplorations@hmns.org

**Keep this page and the preceding letter for your reference.
Put the May 9th or May 16th orientation session on your calendar.
If accepted into the program, attendance is mandatory.**

Applicant Name: _____

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2016 Teacher Contact Information

Personal Information

Full Name: _____
Last First Middle Initial

Nickname / I prefer to be called: _____

Home Phone: _____ Mobile Phone: _____

Email Address: _____

Permanent Address: _____
Street Address Apt. #

_____ City State Zip Code

Current School: _____

Certifications: _____

Languages spoken other than English (please indicate proficiency): _____

Emergency Contact Information

Please list two individuals who may be contacted in the event of an emergency.

Name: _____ Relationship to you: _____

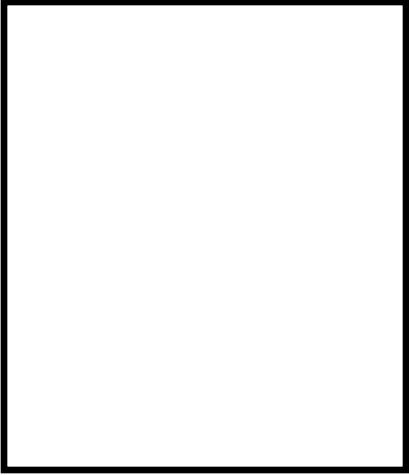
Daytime Phone: _____ Evening Phone: _____

Mobile Phone: _____

Name: _____ Relationship to you: _____

Daytime Phone: _____ Evening Phone: _____

Mobile Phone: _____



Applicant Name: _____

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2016 Teacher Availability Form

Please note: This form is not a guarantee of employment, or of a particular schedule. Do not commit to any weeks you would not be able to honor completely. You must be able to work full work days (no dentist appointments, etc.) on all days of all weeks you select below! Teachers work Monday 8:30am-3:30pm and Tuesday – Friday, 9:00 am – 3:30 pm, unless otherwise specified (scout camps slightly earlier).

I am available to work the following weeks (please check all that apply—priority given to applicants who are available many weeks and for weeks indicated by “*”):

Week Number and Dates:	Main HMNS Location 5555 Hermann Park Drive Houston, TX 77030		HMNS at Sugar Land Location 13016 University Blvd. Sugar Land, TX 77479	
	<i>Xplorations</i> Camps	Scout Camps	<i>Xplorations</i> Camps	Scout Camps
Week One*: May 31-June 3 (Tuesday - Friday only)	<input type="checkbox"/>	<i>No Scout camps</i>	<i>No Xplorations camps</i>	<i>No Scout camps</i>
Week Two*: June 6-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>No Scout camps</i>
Week Three: June 13-17	<i>No Xplorations camps</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>No Scout camps</i>
Week Four: June 20-24	<input type="checkbox"/>	<i>No Scout camps</i>	<i>No Xplorations camps</i>	<input type="checkbox"/>
Week Five: June 27-July 1	<input type="checkbox"/>	<i>No Scout camps</i>	<input type="checkbox"/>	<i>No Scout camps</i>
Week Six: July 5-8 (Tuesday - Friday only)	<i>No Xplorations camps</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>No Scout camps</i>
Week Seven: July 11-15	<input type="checkbox"/>	<i>No Scout camps</i>	<i>No Xplorations camps</i>	<input type="checkbox"/>
Week Eight: July 18-22	<input type="checkbox"/>	<i>No Scout camps</i>	<input type="checkbox"/>	<i>No Scout camps</i>
Week Nine: July 25-29	<i>No Xplorations camps</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>No Scout camps</i>
Week Ten*: August 1-5	<input type="checkbox"/>	<i>No Scout camps</i>	<i>No Xplorations camps</i>	<input type="checkbox"/>
Week Eleven*: August 8-12	<input type="checkbox"/>	<i>No Scout camps</i>	<input type="checkbox"/>	<i>No Scout camps</i>

NOTE: Priority may be given to applicants who are available many weeks and for weeks indicated by “*”.

Applicant Name: _____

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2016 Teacher Interest Survey

Responses may help match teachers to appropriate classes. THIS IS ONLY A SURVEY; please be aware that you may have to work in a classroom that doesn't match your interests or preferred age level.

1. With which age group(s) do you feel you work most effectively? (please circle all that apply)

Not sure/don't care 6-7 years old 8-9 years old 10-12 years old 13 years old - above

2. Which of the following topics interest you (please circle all that apply)?

Anthropology/Archeology

Ancient Egypt
Medieval Culture
DaVinci / Renaissance Period
Archeology

Earth Science / Geology

Paleontology / Dinosaurs
Natural Disasters / Earth Science

Fine Arts

Art/Crafts
Jewelry / Gold
Photography
Movie Making

Physics / Engineering

Architecture
Buildings / Construction
Cars / Crash Science
Rockets / Planes
Astronomy and Space Exploration
Invention / Design
Technology / Robots
Web Design / Computer Software

Life Science

Ecology / Environmental Science
Wilderness Survival
Entomology / Insects
Animals / Pets
Anatomy / Human Body
Dissection

General / Other

Chemistry
Food Science
Product Testing (e.g. Consumer Reports)
Science Magic
Games / Strategy
Puzzles
Museum Operations
Citizenship / Government
Crime / Law

Themed Science

CSI / Spy Science
Harry Potter Science
Star Wars Science
Super Hero Science

3. Do you have any other special interests/talents/knowledge that could be useful in the classroom (please specify)?

4. Would you like to work in Before or After Camp this year?

Yes Maybe No

5. Have you had any first aid or CPR training? If yes, to what level or certification?

6. On the back of this page or on a separate sheet, please answer the following (a few sentences are sufficient):

- A) What are your strengths as a teacher and what do you hope to gain by working with the Xplorations Program?
- B) Describe a memorable teaching experience.