

# *the*HoustonMuseumof*natural*science

Dear Prospective Teacher,

Thank you for your interest in the Houston Museum of Natural Science educational program. Successful applicants will teach in our engaging, hands-on learning labs. These labs occur mainly during the weekday, but occasionally occur on weekends as well. Please note that available positions are limited at any given time, but that we are continually looking for qualified teachers.

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 an HMNS employee or from a relative. Use the checklist on the following page to ensure you have completed all steps of the application process.

**Applications will be accepted throughout the year.** After all materials are received, you may be asked via email to interview at the Museum. If you have any questions or need any assistance with the information in this packet please contact [educationquestions@hmns.org](mailto:educationquestions@hmns.org). **No phone calls please.**

Sincerely,

Nicole Temple  
Vice President of Youth Education  
Houston Museum of Natural Science  
5555 Hermann Park Drive  
Houston, TX 77030

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## **2019 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. If arriving separately, please ensure that they are clearly marked YOUTH EDUCATION.

**Include your current résumé and proof of certification if applicable** (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 [educationquestions@hmns.org](mailto:educationquestions@hmns.org), the subject of the email should be “Teacher Application: *your name*”

### **Mail delivery:**

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

### **Hand delivery to HMNS in Hermann Park:**

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

Please contact us with any questions at [educationquestions@hmns.org](mailto:educationquestions@hmns.org)

**NO PHONE CALLS PLEASE.**

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

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## **2019 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: \_\_\_\_\_

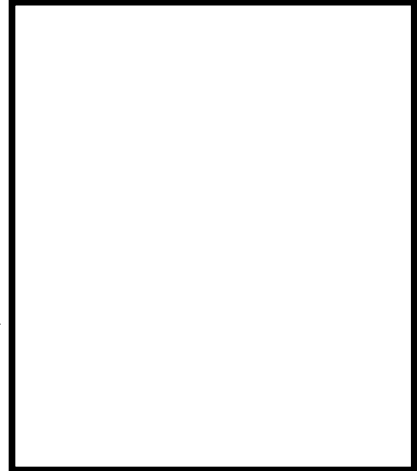
Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_



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

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## **School-Year Substitution**

The HMNS Youth Education Department facilitates hour-long to 5-hour long Labs and Saturday Scout Classes throughout the school-year covering ~175 topics. These Labs and Scout Classes are taught to a wide variety of field trip, homeschool, scout, and general patron groups with up to 20-25 students in a classroom at once. Curriculum is pre-written for each class, and supplies are provided in the classroom for substitutes. If you are interested in applying to be on our substitution list in the case that we need someone to teach a Lab or Class, please fill out the form below. If you are NOT interested, please leave this form blank or write "N/A" over the page.

**1. What is the best email and phone number to reach you during the school-year?**

**2. 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

**3. What availability do you have during the school-year? (I.e. Weekday mornings, or Tuesday afternoons, or Saturday and Sunday anytime, etc.)**

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

**5. Are there any topics or age groups that you would be uncomfortable teaching? Please list below.**

**6. What are your strengths as a teacher and what do you hope to gain by working with the Museum's educational programming?**

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

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7. 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  
Animation

**Physics / Engineering**

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

**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  
Medicine/ Public Health  
Radio

**Themed Science**

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

8. Please list any additional topics that you are particularly interested in/ comfortable teaching not listed above.

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

10. Describe a memorable teaching experience.