



**PROFESSIONAL APPLICATION FOR
ADULT AND COMMUNITY EDUCATION (ACEMV)**

No person shall be excluded or discriminated against on the basis of race, color, religion, sex, age, national origin, sexual orientation

1. PERSONAL INFORMATION:

Name _____

Mailing Address: _____

Street Address: _____

Home Phone _____ Cell/Alternate Phone _____

Social Security # _____ E-mail _____

2. EDUCATION (EXPERIENCE)

IF ANY OF THE FOLLOWING INFORMATION (QUESTIONS 2-3) IS NOT ON A SUBMITTED RESUME, PLEASE COMPLETE.

Institution	Course Of Study	Degree Obtained	Date(s) Most recent first

3. EMPLOYMENT

School/Organization	Position	Job Duties	Start date	End Date

4. NARRATIVE QUESTIONS

a.) What are your goals for this course? (What do you hope students will know at the conclusion?)

b.) Describe why you think you will be successful teaching this course.

c.) Describe how you will help community outreach by promoting the course, and identify any target community interest group (for example: nurses, young parents, etc).

We may choose to contact your place of current employment. If you do not wish us to do so at this time, please check

Additionally, all applicants will be subject to a background check or CORI (Criminal Offender Record Information). You must bring one of the following documents in person to the Superintendent's Office, 4 Pine Street, Vineyard Haven: (1) passport, (2) license and birth certificate, (3) license and social security card.

You may submit your application and resume via email to lynn@acemv.org or online here. You may also mail your application to

**Lynn Ditchfield, Director
Adult and Community Education
c/o MVRHS
PO Box 1385
100 Edgartown Road, Oak Bluffs, MA 02557**

If you have not already done so, please include a course description with the following information.

- (a) Course Name
- (b) A brief description of the class
- (c) A time preference during the Winter Session or Spring Session to offer the course (Tuesday, Wednesday, or Thursday, and amount of hours per week). Chose whether you prefer to teach once or twice a week, or if you are presenting a one time workshop/seminar, etc. Classes will be held evenings during all trimesters 08-09.
- (d) Any room constraints, class size limit, audio-visual equipment needed, additional expenses for students for materials, or special requests
- (e) A current resume

Please keep in mind that all descriptions are subject to editorial revision and we may not be able to accommodate all class requests. All courses will have a final evaluation made by students. Teachers are required to submit the following forms unless already on file at MVRHS: w-4, I9, CORI (Criminal Offender Record Information), and a contract with ACE MV.