

**Application for Employment
STUDENT RESIDENT ASSISTANT
Governor's World Language Academy
Summer 2025
COVER SHEET**

Please contact [VDOE](#) for assistance.

Please identify the Academy to which you are applying:

Japanese

Please also consider me for the

Latin

position of Lead Resident Assistant

Date: _____

Name: _____

Current Employer (or College/University if full-time student):

Permanent Mailing Address: _____

Employer (or College/University):

City, State, Zip Code: _____

Street Address: _____

Home Phone: (_____) _____ - _____

City, State, Zip Code: _____

Email: _____

Work/School Phone: (_____) _____ - _____

Fax: (_____) _____ - _____

Please list **three** professional references and their contact information. References must not be a current VDOE employee or GWLA Coordinator.

1) Name: _____

2) Name: _____

3) Name: _____

Position: _____

Position: _____

Position: _____

Phone: _____

Phone: _____

Phone: _____

Relationship: _____

Relationship: _____

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.**

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 ability to work as a member of a team;
- Your experience/certifications (if any) in first aid, safety, CPR, lifeguard training, 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.