



Application Form to volunteer at Mount Carmel High School in Belize, Central America

Guide To Completing the Application:

Thank you for your interest in being a part of the lay mission's movement in Belize. Please take your time to carefully read through this application and answer the questions to the best of your ability. The application process is very important & not just a formality. In order for us to process your application, we must receive **ALL** of the following via email.

1. **Volunteer Teacher Application Form**
2. **References**
3. **Credentials**
4. **Photograph**
5. **Physician's Evaluation** – Doctor's signature & stamp needed. (This is the same form used by the Government of Belize in order to teach. **Please keep the original.** If accepted, you will need it to apply for a teaching license in Belize.)

Reference forms:

You are required to get 3 references for the application process. One from your spiritual leader, Priest, Pastor or youth leader, the second from an employer, business associate, or teacher, and third from a friend. Please, give each of these three people a copy of the enclosed confidential reference form and then the questionnaire that pertains to their specific role. Ask them to complete the form and e-mail it directly to us within a week of submitting your application. We cannot process your application without the references. We suggest that you check if we have received the references within that week.

Credentials:

Include a resume and an unofficial copy of your transcripts.

Final Agreement:

Please note that if after review of your application and interview you are accepted, another set of documents will need to be submitted. The next set of documents are required for the Ministry of Education.

Please email your completed application to us at the email listed below, including: application form, credentials, photograph, a scanned and uploaded copy of physician's evaluation. Your three reference forms are to be emailed directly to us by your references. For further information, you can please contact us at:

Email: juand@mchs.edu.bz

Fax/Phone: 011-501-823-2331 or 011-501-823-2535

**IN ORDER TO KEEP THE FORMATING OF THIS DOCUMENT WHEN NECESSARY
PLEASE BACKSPACE AND FILL IN THE APPROPRIATE SPACE.**

Volunteer Teacher Application Form

Part I: This section is basic background information.

Last Name:

First Name:

Street Address:

Country:

Phone Number:

E-mail:

Gender:

Date of Birth: / /

DD MM YYYY

Status: single /engaged/married/divorced

Passport Number:

Citizenship:

Occupation:

University/ College attended:

Level of Education attained (degree):

List your Major(s), Minor(s):

Experience in teaching (yes/no):

If yes what level?

Pedagogical training (yes/no):

If yes what level attained?

What language(s) do you speak? How well do you speak them?

1=fluent 2=conversational 3=very little.

Are you allergic to anything? If yes, please specify.

Do you have any specific dietary needs? If yes, please specify.

Part II- Religious Background

Are you Catholic? yes/no

If you are not a practicing Catholic name your religious affiliation:

Name of your home Church/parish:

Parish/Church Address:

Parish priest/pastor's Name:

Do you have any problems with the teaching of the Catholic Church on such important issues like contraception, abortion, euthanasia, in vitro-fertilization, etc? If your answer is yes, please explain.

Would your religious conviction prevent you from participating fully in the liturgical life of our community, i.e. attending our Masses, spiritual retreats, vigils, etc.? If yes, please explain.

Part III: Questionnaire- please answer questions fully and honestly.

Why do you feel called by God to serve at Our Lady of Mount Carmel High School in Belize?

What are your specific gifts and talents that you can utilize to serve MCHS and the community as a whole?

What would you say are your greatest strength and your greatest weakness?

What is your experience living with other people?

What are your expectations for living in community?

Describe your spiritual life as well as what your expectation is for your spiritual life while serving on mission?

What abilities and/or experiences do you have with other ministries and/or extracurricular activities?

Part IV: Teaching Preferences

Please indicate in the boxes by inserting 1, 2, 3 etc. (1 being the highest) for the subject(s) in your expertise, or the subject(s) that you are able /or prefer to teach. (U) stands for Upper Secondary (junior & senior level High School/ 11 & 12th grade) and (L) for Lower Secondary (freshman & sophomore levels High School/ 9 & 10th grades). These refer to the fields and levels available for volunteer teaching.

Name of Subjects	(L) Lower Secondary	(U) Upper secondary
Social Studies		
English (Integrated)		
SPED English (Integrated)		
Science (Integrated)		
Biology		
Chemistry		
Physics		
Mathematics (Integrated)		
SPED Mathematics (Integrated)		
Business		
Fine Arts _____ (Specify field)		
Other _____ (Specify field- as electives at the Junior/Senior Level)		

NOTE: Volunteer teachers are expected to have 4 to 5 teaching sessions per day, each session being 45 minutes in duration. In addition, they are expected to perform extracurricular duties.

Volunteers are advised that if they are accepted the following agreement needs to be validated upon traveling to Belize.

Declaration/Final Agreement:

I confirm that I have responded truthfully to all of the above questions. I understand that there will be a thorough review of my application and I will participate in a video interview before I am accepted. If I am accepted and agree to volunteer I understand that I am committed for one year.

I do hereby release Mount Carmel High School, its agents, employees and volunteer assistants from any liability whatsoever arising out of injury, damage or loss which may be sustained by the said person during the course of my involvement as a lay volunteer teacher, unless it be proven, that one of the above mentioned persons is responsible for the cause of accident or illness. I do hereby agree to the reception of any emergency treatment, anesthetics and operations that the attending physician deems necessary.

Applicant’s Digital Signature:

Date:

Please email this completed application to: juand@mchs.edu.bz

CONFIDENTIAL REFERENCE FORM

Name of Applicant:

The above person has applied to join in the lay mission work in Benque Viejo Town, Belize starting this fall. We will be giving serious consideration to your answers and comments. However, acceptance of the applicant is not based solely on references. The applicant's experience at the mission will be composed of teaching classes at Our Lady of Mount Carmel High School and living in community with other volunteers. The environment in which he/she will find him/herself is decidedly Catholic and the co-workers at the mission are dedicated intensely to their apostolic work. The applicant will have demands on him/herself through living in community, through exposure to a foreign culture and in the pressures of the teaching profession. Qualities of leadership, collaboration, living spirituality, cooperation, communication, patience, perseverance, compassion, flexibility etc. all compose part of the necessary personal resources each volunteer will need in order to both survive and flourish in the experience and mission.

We ask you to give us, in that light, any and all pertinent and useful information about the applicant to help us discern with prudence on behalf of the applicant. Our mission is by no means the most taxing of foreign missions; however, at the same time it does demand a certain level of character that is not common. The volunteers go through a great amount of growth during their time at the mission due to their being stretched by the circumstances in which they find themselves, not the least of which are interpersonal ones. This growth, like all growth, is at times uncomfortable! It is never a pleasant experience for a volunteer to find that he/she cannot adjust, and so we give serious consideration to our selection process in hopes to avoid that. Your input will be of great help to us in this discernment.

We ask you to please complete **TWO SECTIONS**:

- 1) Fill in the sections of specific questions listed below **AND**
- 2) Include a separate letter about the applicant. You will find below a list of several categories that could be considered as you compose your letter.

We are deeply grateful for your collaboration.

SECTION 1: TO BE FILLED IN BY SPIRITUAL REFERENCE:

What is your relationship to the applicant?

Pastor / Spiritual Director/ other: _____

How well do you know the applicant?

Intimately/ Colleague/ Casually/ By face/ Not at all

How long have you known him/her? _____

Are you able to give current information about the applicant? Yes / No

To your knowledge, has this person ever been accused of, charged with or convicted of child abuse or sexual misconduct? Yes ____ No ____ if yes please explain

What "life goals" do you think he/she has?

In your opinion, what is applicant's motive in applying to serve this mission?

Would you enjoy having this person work with or under you? Yes/No

I / strongly recommend / recommend with some reservation / do not recommend that this person be accepted to pursue volunteer service at Mount Carmel High School.

Reasons:

**SECTION 2: SEPARATE LETTER OF RECOMMENDATION FOR SPIRITUAL REFERENCE
(CATEGORIES FOR CONSIDERATION IN COMPOSITION OF RECOMMENDATION LETTER):**

SOCIAL INTEGRATION:

Involvement in Church work; teamwork; servant-hood; alertness to needs of & concern for others; response to conflict; response to stressful situations

PERSONAL MATURITY:

Judgment and common sense; responsibility; teach-ability; perseverance; professional attitude; motivation; *self image*; self discipline; emotional stability; adaptability and flexibility; ability to work hard; reliability; punctuality; *discipline of behavior in relating towards the opposite sex*

LEADERSHIP ABILITIES:

Planning and setting goals; communication skills (effectiveness in sharing ideas); initiative; ability to organize, motivate and train others; ability to follow

MISCELLANEOUS:

Personal appearance; power of comprehension/perception; habits; addictions (current or previous) including temperance with alcohol; special gifts/talents; how does he/she handle finances?

SECTION 1: TO BE FILLED IN BY PROFESSIONAL REFERENCE:

What is your relationship to the applicant?

Employer/ co-worker/ teacher other: _____

How well do you know the applicant?

Intimately/ Colleague/ Casually/ By face/ Not at all

How long have you known him/her? _____

Are you able to give current information about the applicant? Yes / No

To your knowledge, has this person ever been accused of, charged with or convicted of child abuse or sexual misconduct? Yes ____ No ____ if yes please explain

What "life goals" do you think he/she has?

In your opinion, what is applicant's motive in applying to serve this mission?

Would you enjoy having this person work with or under you? Yes/No

I / strongly recommend / recommend with some reservation / do not recommend that this person be accepted to pursue volunteer service at Mount Carmel High School.

Reasons:

**SECTION 2: SEPARATE LETTER OF RECOMMENDATION FOR PROFESSIONAL REFERENCE
(CATEGORIES FOR CONSIDERATION IN COMPOSITION OF RECOMMENDATION LETTER):**

SOCIAL INTEGRATION:

Involvement in work; teamwork; servant-hood; alertness to needs of & concern for others; response to conflict; response to stressful situations

PERSONAL MATURITY:

Judgment and common sense; responsibility; teach-ability; perseverance; professional attitude; motivation; *self image*; self discipline; emotional stability; adaptability and flexibility; ability to work hard; reliability; punctuality; *discipline of behavior in relating towards the opposite sex*

LEADERSHIP ABILITIES:

Planning and setting goals; communication skills (effectiveness in sharing ideas); initiative; ability to organize, motivate and train others; ability to follow

MISCELLANEOUS:

Personal appearance; power of comprehension/perception; habits; addictions (current or previous) including temperance with alcohol; special gifts/talents; how does he/she handle finances?

SECTION 1: TO BE FILLED IN BY FRIEND REFERENCE:

Are you related to the applicant?

How well do you know the applicant?

Intimately/ Colleague/ Casually/ By face/ Not at all

How long have you known him/her? _____

Are you able to give current information about the applicant? Yes / No

To your knowledge, has this person ever been accused of, charged with or convicted of child abuse or sexual misconduct? Yes ____ No ____ if yes please explain

What "life goals" do you think he/she has?

In your opinion, what is applicant's motive in applying to serve this mission?

Would you enjoy living with this person you? Yes/No and explain.

I / strongly recommend / recommend with some reservation / do not recommend that this person be accepted to pursue volunteer service at Mount Carmel High School.

Reasons:

**SECTION 2: SEPARATE LETTER OF RECOMMENDATION FOR FRIEND REFERENCE
(CATEGORIES FOR CONSIDERATION IN COMPOSITION OF RECOMMENDATION LETTER):**

SOCIAL INTEGRATION:

Involvement in Church; work; teamwork; servant-hood; alertness to needs of & concern for others; response to conflict; response to stressful situations

PERSONAL MATURITY:

Judgment and common sense; responsibility; teach-ability; perseverance; professional attitude; motivation; *self image*; self discipline; emotional stability; adaptability and flexibility; ability to work hard; reliability; punctuality; *discipline of behavior in relating towards the opposite sex*

LEADERSHIP ABILITIES:

Planning and setting goals; communication skills (effectiveness in sharing ideas); initiative; ability to organize, motivate and train others; ability to follow

MISCELLANEOUS:

Personal appearance; power of comprehension/perception; habits; addictions (current or previous) including temperance with alcohol; special gifts/talents; how does he/she handle finances?



BELIZE
HIGHLY CONFIDENTIAL

REPORT ON MEDICAL EXAMINATION OF APPLICANTS

FOR A LICENCE TO TEACH IN BELIZE

In accordance with the Education and Training Act, (NO. 3 of 2010), Section 28 (3) (b)

NOTE: THIS FORM IS TO BE SUBMITTED UNDER CONFIDENTIAL COVER TO THE DIRECTOR, TEACHING SERVICE COMMISSION SECRETARIAT

To be completed by the Medical Officer examining the candidate and to be forwarded to the *DIRECTOR, TEACHING SERVICE COMMISSION SECRETARIAT*, with Form EDR 4 **APPLICATION FOR A LICENSE TO TEACH**, which should be completed and signed by the candidate along with all other required documents attached.

_____ I have
with the following results:-

1.

General conditions

Height _____ Weight _____

External signs of diseases or injuries
(including scalp, ear discharge, etc.)

2. Vision Right Eye _____ Left Eye _____

Color Sense _____

3. Hearing _____

4. Teeth and Fauces _____

5. Pulse _____

6. Respiration _____

7. Lungs _____

8. Heart _____

9. Blood Pressure _____

- 10. Liver _____
- 11. Spleen _____
- 12. Groins _____
- 13. Legs and Feet _____
- 14. Nervous System _____
- 15. Skin _____
- 16. Mental Condition _____
- 17. Evidence of Alcoholism _____
- 18. Urine – S.G _____ Sugar _____
Albumen _____
- 19. Is there any evidence of family sickness, such as Aphthisis, insanity, cancer, diabetes, etc?

- 20. Vaccinated
on _____
- 21. Report of X-Ray of the Chest. (to be submitted separately, if necessary)

Remarks:-

Drug Test:	Cocaine	Positive _____	Negative _____
	Marijuana	Positive _____	Negative _____

CERTIFICATE

I certify that I have examined _____

And find him/her physically and mentally fit/unfit for appointment to the Government Service as

Signature: _____

Date: _____

Comments:-

