



Duke University Talent Identification Program

1121 West Main Street, Durham, NC 27701

Phone: 919-668-9100

Fax: 919-681-7921

www.tip.duke.edu

jobs@tip.duke.edu

Page 1 of 6

2010 Application for Summer Employment

Thank you for considering summer employment with Duke University TIP. If you are unfamiliar with our programs, please visit our Web site (www.tip.duke.edu) for more information about our mission, the students we serve, available positions, the application process, and specific classes we offer. Our program sites, dates, and salary ranges for the upcoming summer are listed on the back of this cover sheet. (This application may also be used for employment with Academic Year Programs.)

Positions and General Qualifications

Visit the employment section of the Web site for complete job descriptions and position qualifications.

- Residential Counselor and Office Assistant applicants *must have completed at least one year in college* by the time they begin work for Duke TIP in the summer.
- Teaching Assistant, Residence Hall Leader, Program Assistant, and Operations Coordinator applicants must have completed at least two years in *college* by the time they begin work for Duke TIP in the summer.
- Instructor applicants *must have completed college and at least one year of graduate school or classroom teaching* by the time they begin work for Duke TIP in the summer.
- On-Site Director, Group Leader, and Residence Life Coordinator applicants *must have completed college* and are often returning staff, but we will also consider highly qualified applicants with excellent experience in residential life.
- Academic Coordinator applicants *must have completed college. Significant graduate coursework and/or classroom experience is also required.* A Master's Degree in Education or a related field is strongly preferred.
- Psychological Counselor applicants *must have a Master's Degree*, with graduate work in the field of clinical psychology or counseling experience strongly preferred. Experience with gifted students is helpful.

These are *minimum* education requirements and may vary for the Field Studies and Institutes. Duke TIP welcomes applications from college upper-classmen or graduate students for residential or Teaching Assistant positions, as well as Instructor candidates who hold a Ph.D., Ed.D., or J.D.

Duke TIP prefers to hire staff for two sessions during the summer. See the back of this cover sheet for details. **Duke TIP policy does not allow staff members to enroll in summer session courses or hold other jobs during the period of employment.**

Application Procedure

Please submit the following forms to the above address (in one packet, if possible):

- This Application, including the Court Record Release Form and Equal Opportunity Form
- A Cover Letter, including an explanation of your interest, qualifications, and relevant experience for the position for which you are applying, and how you heard about employment at Duke TIP. Be specific - include information about your experience working with adolescents or children, especially gifted students (although experience with the gifted is not required). If you are applying for an Instructor or Teaching Assistant position, please indicate the types of courses that interest you and academic areas in which you would be qualified to teach. A list of summer courses may be found on our Web site.
- A Current Résumé or C.V. is required of all applicants.
- College Transcript(s) from all colleges or universities you have attended. Copies and Web printouts are acceptable.
- Two Reference Forms, included as part of this application packet. (Letters of recommendation may accompany these forms or be submitted in lieu of these forms.) Choose two people who can comment on your leadership ability, work habits, and communication and/or teaching skills. Each form should be in a separate envelope, sealed and signed across the flap by the reference writer. Appropriate references can include job supervisors, teachers, ministers, club advisors, etc. We prefer not to receive references from peers, friends, roommates, or family members.
- Instructor applicants must also obtain a letter of recommendation from a third person who can comment on teaching style, methods, and ability. This letter is in addition to the two Duke TIP reference forms required of all applicants.
- Residence Life Coordinator applicants should submit one recommendation form from a current or previous supervisor and one from a student or supervisee, if possible.

Hiring Timeline

We begin reviewing new applications in December, and applications will be accepted and considered until all positions are filled. Applications received by the end of February will be given priority consideration, and most employment decisions are made by mid-March. Applications received after that time will be considered for remaining positions.

You will be notified by e-mail that your application has been received. Candidates who are selected for an interview will be contacted by e-mail or phone. Although we prefer in-person interviews in the main office at Duke University, we also conduct many telephone interviews with applicants. Because of the large volume of applications we receive, it may be up to two months before you hear from us. If you receive a job offer in the meantime, please feel free to contact us to check the status of your application. You may e-mail jobs@tip.duke.edu or call 919-668-9100 with questions about your application.

If you are offered a position with Duke TIP, we will inform you of the position, site, dates, and non-negotiable salary. If you accept the position, we will e-mail a contract to you for your signature, and direct you to a website with other employment forms and more information about Duke TIP.



Duke University Talent Identification Program

1121 West Main Street, Durham, NC 27701
 Phone: 919-668-9100 Fax: 919-681-7921
 www.tip.duke.edu jobs@tip.duke.edu

Use the information listed below to determine the sites and dates for which you will be available this summer. Duke TIP prefers to employ staff for more than one term; this could include both terms at a single site, or one term at one site followed by another term elsewhere. You can apply to be considered for multiple sites and programs. Staff dates may vary slightly for administrative positions. Please visit our Web site (www.tip.duke.edu) for complete job descriptions.

Summer Studies Program	Site	Location	Term I	Term II
	Appalachian State University	Boone, NC	June 8 - July 4	July 8 - August 1
	Davidson College	Davidson, NC		
	Duke East	Durham, NC		
	Duke West	Durham, NC		
	Texas A&M University	College Station, TX		
	University of Kansas	Lawrence, KS		
	University of Georgia	Athens, GA		
	Trinity University	San Antonio, TX	June 9 - July 4	(one term only)
Duke Marine Lab	Beaufort, NC			

Field Studies & Institutes	Program	Location	Staff Dates
	Institutes One	Duke University, Durham, NC	June 15 - July 5
	Institutes Two	Duke University, Durham, NC	July 8 - July 25
	A Writer's Art: Creative Writing	Ghost Ranch, NM	June 12 - June 28
	Sensory Biology of Marine Organisms	New College of Florida, Sarasota, FL	June 26 - July 14
	Reel Expressions: Filmmaking	Chapman University, Orange County, CA	June 24 - July 11
	Above & Beyond: Astronomy, Physics & Astrobiology	PARI Observatory, Rosman, NC	July 5 - July 23
	Archaeology & Anthropology	Morganton, NC and Peru	July 1 - July 18
	Tropical Medicine and Ethnobiology	Costa Rica	July 1 - July 15
	International War Crimes Tribunals	Duke University, NC & The Hague, NL	June 25 - July 11
	Political Science & International Relations	Shanghai, Xian, and Beijing, China	June 30 - July 14
	Green Leadership in Belize	Dangriga, Belize	July 17 - July 31
	Art History, Architecture and The Renaissance	Rome and Florence, Italy	July 6 - July 20

India	Program	Location	Staff Dates
	Duke TIP in India	Indian Institute of Management Ahmedabad, India	May 9 - June 7

Salary Information

Summer Studies (Salaries listed are for one 3-week long term.)	Position	Begins at	Position	Begins at
	Residence Hall Leader	\$1700	On-Site Director	\$3400
	Program Assistant	\$1300	Residence Life Coordinator	\$3000
	Residential Counselor	\$1300	Academic Coordinator	\$3000
	Instructor with Ph.D.	\$2500	Psychological Counselor	\$2700
	Instructor without Ph.D.	\$2300	Operations Coordinator	\$1600
Teaching Assistant	\$1300	Office Assistant	\$1200	

Field Studies Institutes (Salaries vary considerably, base shown.)	Position	Begins at
	Group Leader	\$1800
	On-Site Director	\$2200
	Operations Coord.	\$1100
	Instructor	\$2000
	Teaching Assistant	\$1200
Residential Counselor	\$1200	

Duke TIP India	Position	Begins at
	On-Site Director	\$3000
	Residence Life Coord.	\$2500
	Operations Coord.*	\$1500
	Instructor	\$3000
	Teaching Assistant	\$1500
Residential Counselor	\$1500	

* must be fluent English and Hindi/
Gujarati speaker



Duke University Talent Identification Program

1121 West Main Street, Durham, NC 27701

Phone: 919-668-9100

Fax: 919-681-7921

www.tip.duke.edu

jobs@tip.duke.edu

2010 Application for Summer Employment

Please read all enclosed materials prior to completing this form. Type or print legibly in black ink.

Name _____ SSN _____
Last First MI

Current Address This is where contracts and all communication prior to the start of the summer will be sent.

Permanent Address This is where paychecks, W-2 forms, and all communication after the summer will be sent.

Address _____

Address _____

City State Zip _____

City State Zip _____

Current Telephone:

Current E-mail Address:

Day _____

Primary _____

Evening (if different from above) _____

Secondary _____

Cell (if different from above) _____

Employment Questions

You must answer all of the following questions for your application to be considered complete:

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. I will be at least 18 years old by June 1, 2010. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I am legally authorized to work in the United States. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Now, or in the future, I will require sponsorship for employment visa status. | <input type="checkbox"/> | <input type="checkbox"/> |

**If hired, you will be required to submit proof of US citizenship or lawful alien status that permits you to work in the US. If you are a Foreign National living and working outside the US, and will only be working at a non-US site, you do not need to provide this.*

How did you learn about employment at Duke TIP? Please check all that apply.

- Previously employed by Duke TIP Duke TIP Web site
- Friend (former employee or student) _____ Advertising/Publication _____
- College/University Career Center or Internship Fair *If yes, which one?* _____
- Attended Duke TIP *If yes, which program and year?* _____
- Attended other gifted program *If yes, which program?* _____
- Other *Please specify.* _____

Have you ever been employed by Duke University in any capacity? Yes No

If yes, what department? _____

If you have been previously employed by Duke TIP, when and in what position(s)? _____

What languages do you speak? _____



Duke University Talent Identification Program

1121 West Main Street, Durham, NC 27701

Phone: 919-668-9100

Fax: 919-681-7921

www.tip.duke.edu

jobs@tip.duke.edu

Educational Information

Please list *all* colleges and universities that you have attended, in chronological order. **Please complete this section, even if you have attached a résumé.**

Institution	Major	Degree	Month/Year Begun	Month/Year Completed (or expected)

Areas of Expertise

We may be interested in areas of expertise that you have that are not demonstrated by your educational information. Please check all that apply regardless of what position you are applying for.

- | | | | | | |
|---|-------------------------------------|--|---|---|---|
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Biology | <input type="checkbox"/> Business | <input type="checkbox"/> Literature | <input type="checkbox"/> Theatre | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Computer Science | <input type="checkbox"/> Physics | <input type="checkbox"/> Economics | <input type="checkbox"/> Psychology | <input type="checkbox"/> Film | <input type="checkbox"/> Camp Counselor |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Chemistry | <input type="checkbox"/> International Relations | <input type="checkbox"/> History | <input type="checkbox"/> Music | <input type="checkbox"/> College RA |
| <input type="checkbox"/> Animal Sciences | <input type="checkbox"/> Geology | <input type="checkbox"/> Philosophy | <input type="checkbox"/> Art | <input type="checkbox"/> Event Planning | |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Dance | <input type="checkbox"/> Political Science | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Bilingual | <input type="checkbox"/> Debate |
| <input type="checkbox"/> Law | <input type="checkbox"/> Journalism | | | | |

Other Expertise/Skills

Please describe any other experiences and/or skills, not referenced in your résumé, that you believe may make you an exceptionally qualified candidate.

As you prepare your application, please use the Duke TIP Web site as a resource for:

Position Descriptions • Course Descriptions • Program Information

www.tip.duke.edu



Duke University Talent Identification Program

1121 West Main Street, Durham, NC 27701

Phone: 919-668-9100

Fax: 919-681-7921

www.tip.duke.edu

jobs@tip.duke.edu

Staff Position Preferences

Please select the position for which you are applying. If you are interested in more than one position, please rank the positions for which you wish to be considered, with 1 being your first choice.

Administrative Positions

- _____ On-Site Director (OSD)*†
- _____ Group Leader (GL)* †--at some Field Studies Programs only
- _____ Academic Coordinator (AC)*†
- _____ Residence Life Coordinator (RLC)*†
- _____ Counselor (CO)†*
- _____ Operations Coordinator (OC)†*
- _____ Office Assistant (OA)*

Residential Positions

- _____ Residence Hall Leader (RHL)*
- _____ Residential Counselor (RC)
- _____ Program Assistant (PA)

Instructional Positions

- _____ Instructor
- _____ Teaching Assistant (TA)
- _____ Program Assistant (PA)

*May require a two-term commitment

†Must attend training at Duke TIP in Durham, NC (travel provided) (April 23-25 for Summer Studies, April 9-10 for Field Studies/Institutes, April 9)

Optional: Instructor and TA candidates, please list the Duke TIP courses for which you would like to be considered. See Web site for a list of courses to be offered.

1. _____
2. _____
3. _____

Summer Availability

Please indicate the range of dates that you are *currently* available to work. Exceptions within this range can be noted below. On the following page you will be able to choose your site-specific preferences. (please reference program dates on page 2 of the application.)

First available day: ___ / ___ / 2010

Last available day: ___ / ___ / 2010

If you have an event or other commitment that will cause you to be absent from campus during one of the terms you selected, please list that here:

As you prepare your application, please use the Duke TIP Web site as a resource for:

Position Descriptions • Course Descriptions • Program Information

www.tip.duke.edu



Duke University Talent Identification Program

1121 West Main Street, Durham, NC 27701

Phone: 919-668-9100

Fax: 919-681-7921

www.tip.duke.edu

jobs@tip.duke.edu

Site Preferences

Please rank the sites at which you are interested in working, with 1 being your first choice. Be sure to note whether the positions for which you are applying are needed at each site you rank.

Summer Studies Program

Dates listed on page 2.

7-8th Grade Sites

_____ Appalachian State University--Boone, NC

_____ Davidson College--Davidson, NC

_____ University of Kansas--Lawrence, KS

_____ Trinity University--San Antonio, TX

*These programs are held for only one term

8-10th Grade Sites

_____ Texas A&M University--College Station, TX

_____ University of Georgia--Athens, GA

_____ Duke East Campus--Durham, NC

_____ Duke West Campus--Durham, NC

_____ Duke Marine Lab--Beaufort, NC*

Field Studies and Institutes

When applying for these programs, please note your specific qualifications in your cover letter and résumé.

Dates listed on page 2.

_____ Institutes One - Duke University, Durham, NC

_____ Institutes Two - Duke University, Durham, NC

_____ A Writer's Art: Creative Writing - Ghost Ranch, NM

_____ Sensory Biology of Marine Organisms - New College of Florida, Sarasota, FL

_____ Reel Expressions: Filmmaking - Chapman University, Orange County, CA

_____ Above & Beyond: Astronomy, Physics & Astrobiology - PARI Observatory, Rosman, NC

_____ Archaeology & Anthropology - Morganton, NC and Peru

_____ Tropical Medicine and Ethnobiology - Costa Rica

_____ International War Crimes Tribunals - Duke University, NC & The Hague, NL

_____ Political Science & International Relations - Shanghai, Xian, and Beijing, China

_____ Green Leadership in Belize - Dangriga, Belize

_____ Art History, Architecture and The Renaissance - Rome and Florence, Italy

Duke TIP in India

_____ Indian Institute of Management--Ahmedabad, India* (7-9th Grade)

Additional Information

Please add any additional comments regarding your site or position preferences.

SAP Position #



Duke University
Duke University Health System



PLEASE TYPE/PRINT CLEARLY TO AVOID PROCESSING DELAY

Last Name: First Name: Middle Initial:
Maiden Name: Former Names or Other Names Used:
Social Security #: Date of Birth: Driver's License #/State:

IT IS VERY IMPORTANT THAT INDIVIDUALS COMPLETE THIS FORM FULLY AND ACCURATELY. CONSIDER YOUR ANSWERS CAREFULLY. OMISSION OF ANY INFORMATION WILL BE DEEMED FALSIFICATION AND WILL REQUIRE THAT AN APPLICATION BE DEACTIVATED OR AN ALREADY HIRED EMPLOYEE BE TERMINATED.

I. GOVERNMENT SANCTIONS CERTIFICATION INFORMATION

With respect to the billing for, or delivery of health care services, have you ever been investigated by, charged with, or listed by, a Federal or state agency as excluded, debarred, suspended or otherwise ineligible to participate in Federal or state programs including Medicare or Medicaid, or do you have any current reason to believe that you may be so listed in the future on the Department of Health and Human Services, Office of the Inspector General Cumulative Sanctions Report or the General Services Administration List of Parties Excluded from the Federal Procurement and Non-Procurement Programs?

[] NO [] YES. If yes, in the space below, please describe nature of sanction. Include name of investigating agency, date, nature of changes, disposition.

MEDICAL/PROFESSIONAL LICENSE: TYPE AND NUMBER

II. COURT RECORD RELEASE SECTION

DUKE INTERNAL TRANSFER APPLICANTS AND DUKE TEMPORARY SERVICE APPLICANTS THAT HAVE INTERNAL STATUS (500 HOURS OF SERVICE) NEED NOT COMPLETE THIS SECTION. THIS DOES NOT INCLUDE CASUAL LABOR OR CONTRACTED EMPLOYEES.

All individuals expressing interest in employment at Duke University/Duke University Health System (DU/DUHS), both exempt and non-exempt must agree to an extensive screening process that includes a court record check. An offer of a position at DU/DUHS does not indicate that this check has been completed. Conviction of a crime does not automatically disqualify an individual from employment at DU/DUHS. In each case, DU/DUHS examines the nature of the conviction, time elapsed since the conviction, and the type of job in question. Dependent on all of the circumstances, a decision is made whether to extend a job offer or continue an already hired employee.

List ALL addresses of residences (including college addresses, military addresses etc) within the PAST 7 YEARS, beginning with the most recent and working back. INCOMPLETE INFORMATION WILL NOT BE ACCEPTED. Attach additional sheets if necessary.

Table with 7 columns: STREET ADDRESS, CITY, STATE, ZIP, COUNTY, FROM MO/YR, TO MO/YR. Three rows for address entry.

HAVE YOU EVER BEEN CONVICTED OF ANY OFFENSES OTHER THAN A MOVING VIOLATION TRAFFIC OFFENSE? (YOU MUST INCLUDE ANY/ ALL FELONIES OR MISDEMEANORS. (An example of a common misdemeanor is "worthless check"))

[] Yes [] No

If yes, please explain nature of crime, date, and place. State whether the crime was a felony or misdemeanor. If more space is needed, use an additional sheet of paper.

List any pending court or trial dates. Please explain nature of charge, date, city and state.

SIGNATURE

DATE

FOR DEPARTMENTAL USE ONLY:

Departmental contact information fields

DEPARTMENTAL CONTACT NAME

TELEPHONE NUMBER

NEW HIRE JOB CODE (i.e. 0355)

NOTE: THIS FORM WILL NOT BE PROCESSED WITHOUT A SIGNATURE and "ALL" SECTIONS MUST BE COMPLETED.

Position #



Duke University
Duke University Health System



CANDIDATE CERTIFICATION

1. The information that I have provided on this expression of interest in employment is accurate to the best of my knowledge and subject to validation by Duke University/Duke University Health System
I understand and agree that:
 - a. Any material misrepresentation or deliberate omission of fact in my expression of interest may be justification for refusal to hire or transfer, or termination from Duke University/Duke University Health System.
 - b. Before being accepted for employment with or transfer within Duke University/ Duke University Health System, it may be necessary for me to undergo a physical examination.
 - c. A routine inquiry may be made during the processing of this document which will provide applicable information about me.
2. I authorize my previous employers, personal references and other persons or institutions shown on this expression of interest in employment to provide information upon request by Duke University/Duke University Health System (unless otherwise specified).
If employed, I agree to abide by the employment policies and procedures of Duke University, to obey safety and work rules, and to conduct myself in a manner that conforms to the standards of conduct required of Duke University/Duke University Health System employees.
3. I authorize the Duke Recruitment Office to place data from this document into its computerized referral system.
4. I hereby agree that any dispute or controversy arising out of or related to my employment or termination by Duke University or Duke University Health System, including any claim based in whole or in part on federal, state, or local laws, whether statutory or common law, shall be subject to final and binding resolution through the applicable grievance or dispute resolution procedure, as may be periodically amended and which is available upon request from the department of Human Resources.
5. I hereby authorize my employer, Duke University / Duke University Health Systems to electronically transmit my net pay to a designated bank of my choice through use of the automated clearinghouse. I understand that this is a condition of employment and that I have 45 days from my date of hire to establish a bank account for this direct deposit.
6. I certify that, if during my employment I become involved in a pending criminal action or civil proposed debarment, exclusion or other sanctioning action related to any Federal or state health care program, I shall immediately notify Duke University/Duke University Health System Human Resources of that pending action. As a result of this notification, I may be removed from any functions involving: (i) the Medicare/Medicaid claims development and submission process; (ii) DUHS financial operations; and (iii) any health care provider contact. The Duke University Human Resources Department may take such other actions as determined necessary.
7. I hereby authorize Duke University/Duke University Health System to investigate all statements made by me on this form as well as information furnished by me on my interest in employment form. I authorize any and all police and law enforcement agencies, courts, or other agencies as may be contacted to release any records or information that may have a bearing upon convictions relative to me. I hereby release above agencies from any and all liability in conjunction with the release of said records and or information.

SIGNATURE

DATE

EQUAL OPPORTUNITY INFORMATION FORM

Duke University and Health System provides equal employment opportunity without regard to race, color, religion, national origin, disability, veteran status, sexual orientation, sex or age. To support our commitment to diversity, we actively recruit minorities, people with disabilities, women and veterans. To further the commitment to equal opportunity and diversity, we compile applicant information to evaluate our recruitment efforts. Federal regulations require employers to collect race, ethnicity and gender information from applicants, and to retain that information for at least two years following the date of application. While your participation in this effort is entirely voluntary, we would appreciate your willingness to provide the following information. The information that you submit will remain confidential and will not be shared with hiring managers. If you have any questions, please call the Office for Institutional Equity at (919) 684-8222. Thank you.

Last Name:

First Name:

Middle Initial:

Social Security #: - -

Date of Birth:

Gender:

- Male
- Female

Race/Ethnicity:

- White
- Black
- Hispanic
- Asian/Pacific Islander
- American Indian/Alaskan Native

Veteran Status:

- Non-Veteran
- Vietnam Era Veteran
- Special Disabled Veteran
- Other Protected Veteran
- Recently Separated Veteran
- Armed Forces Service Medal Veteran



Duke University Talent Identification Program

1121 West Main Street, Durham, NC 27701
Phone: 919-668-9100 Fax: 919-681-7921
www.tip.duke.edu jobs@tip.duke.edu

2010 Application for Summer Employment Reference Form

To be completed by the applicant:

Please give a copy of this form to your references. Each person who completes this reference form should place the completed reference form in a sealed envelope, sign his or her name over the seal, and return it to you. If your reference would prefer to send the form directly to Duke TIP, please provide him or her with a stamped, pre-addressed envelope. **Use the address located at the bottom of the second page of this form. Include your name at the top of the second page.**

Applicant Name _____

Applicant Address _____

I waive my right to review this reference: Yes No

Signature _____ Date _____

To be completed by the Reference Provider:

This reference form is extremely important to our decision-making process. Duke TIP is a residential program for gifted adolescents; thus, we wish to hire only highly motivated individuals who work well with young people, make good decisions, support established guidelines, and serve as positive role models. Staff members promote the academic and social development of many Duke TIP students. If you would like more information about Duke TIP, refer to our Web site (www.tip.duke.edu). Please provide an honest and thorough assessment of the applicant, attaching extra sheets if necessary. Thank you very much for taking a few moments to complete this form.

Name _____ Position _____

Phone _____ E-mail _____ May we contact you? Yes No

1. In what capacity do you know the applicant? _____

2. How long have you known the applicant? _____

3. Please comment if you have any reservations about this applicant's ability to work with adolescents.

4. Personal Characteristics *(Please check the appropriate box after each adjective.)*

I have found this person to be:

	Infrequently	Sometimes	Often	Always
Dependable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imaginative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Focused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of Applicant _____

5. Professionalism and Conduct (Please check the appropriate box after each phrase.)

I have also found this person to be:

	N/A*	Never	Sometimes	Often	Always
Willing to accept responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willing to accept constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to handle difficult situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A "team player"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to relate well to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A positive role model	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supportive of established guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respectful of authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honest and trustworthy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caring and sympathetic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to work in different cultural environments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*N/A indicates that you are unable to measure this item in reference to your personal experience with this applicant.

Please comment on the above ratings or share any other information about the applicant that you feel is relevant to his/her employment at Duke University TIP.

_____ Highly Recommend _____ Recommend _____ Recommend With Reservations _____ Do Not Recommend

*Please seal this form in an envelope, sign your name across the seal, and return to the candidate or mail to:
Duke TIP -1121 West Main Street, Durham, NC 27701*



Duke University Talent Identification Program

1121 West Main Street, Durham, NC 27701

Phone: 919-668-9100

Fax: 919-681-7921

www.tip.duke.edu

jobs@tip.duke.edu

2010 Application for Summer Employment Reference Form

To be completed by the applicant:

Please give a copy of this form to your references. Each person who completes this reference form should place the completed reference form in a sealed envelope, sign his or her name over the seal, and return it to you. If your reference would prefer to send the form directly to Duke TIP, please provide him or her with a stamped, pre-addressed envelope. **Use the address located at the bottom of the second page of this form. Include your name at the top of the second page.**

Applicant Name _____

Applicant Address _____

I waive my right to review this reference: Yes No

Signature _____ Date _____

To be completed by the Reference Provider:

This reference form is extremely important to our decision-making process. Duke TIP is a residential program for gifted adolescents; thus, we wish to hire only highly motivated individuals who work well with young people, make good decisions, support established guidelines, and serve as positive role models. Staff members promote the academic and social development of many Duke TIP students. If you would like more information about Duke TIP, refer to our Web site (www.tip.duke.edu). Please provide an honest and thorough assessment of the applicant, attaching extra sheets if necessary. Thank you very much for taking a few moments to complete this form.

Name _____ Position _____

Phone _____ E-mail _____ May we contact you? Yes No

1. In what capacity do you know the applicant? _____

2. How long have you known the applicant? _____

3. Please comment if you have any reservations about this applicant's ability to work with adolescents.

4. Personal Characteristics *(Please check the appropriate box after each adjective.)*

I have found this person to be:

	Infrequently	Sometimes	Often	Always
Dependable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imaginative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Focused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of Applicant _____

5. Professionalism and Conduct (Please check the appropriate box after each phrase.)

I have also found this person to be:

	N/A*	Never	Sometimes	Often	Always
Willing to accept responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willing to accept constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to handle difficult situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A "team player"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to relate well to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A positive role model	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supportive of established guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respectful of authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honest and trustworthy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caring and sympathetic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to work in different cultural environments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*N/A indicates that you are unable to measure this item in reference to your personal experience with this applicant.

Please comment on the above ratings or share any other information about the applicant that you feel is relevant to his/her employment at Duke University TIP.

_____ Highly Recommend _____ Recommend _____ Recommend With Reservations _____ Do Not Recommend

Please seal this form in an envelope, sign your name across the seal, and return to the candidate or mail to
Duke TIP - 1121 West Main Street, Durham, NC 27701