



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.

- θ 1) **Volunteer Teacher Application Form**
- θ 2) **Questionnaire**
- θ 3) **Photographs** - one recent photo of yourself.
- θ 4) **Physician's Evaluation** - with the doctor's signature & stamp
- θ 5) **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 (if that is more recent), and the third from a housemate or friend. Please give each of these three people a copy of the enclosed reference form and ask them to complete the form and snail mail or e-mail it directly to us as soon as possible. We suggest that you check if they have sent it to us after a reasonable amount of time.
- θ 6) **Resume: an updated copy of your CV describing your educational & professional background. Include certified copies of your qualifications (degrees) - DO NOT SEND ORIGINALS.**
- θ 7.) **Final Agreement**

Please post your completed application to us, including all the above, except for the 3 reference forms which are to be mailed directly to us.

Return address: Our Lady of Mount Carmel High School
Mount Carmel Lane
Benque Viejo del Carmen
Cayo District
Belize Central America

For further information, you can contact us at: info@mchs.edu.bz
Fax/Phone: 011-501-823-2331 or 011-501-823-2535

i.

Volunteer Teacher Application Form

Last Name: _____ First Name(s): _____

Address:

Country: _____

Phone: _____ E-mail: _____ Fax: _____

In case of emergency contact: (give full name, address, telephone number & email, if available):

Gender: M/F Date of Birth: ____/____/____
day month yr

Status: single /engaged/married/divorced/ (one for each if married)

Passport number: _____ Citizenship: _____

Occupation: _____

What language(s) do you speak? How well do you speak them?
1=fluent 2=conversational 3=very little

Name of your home Church/parish:

Parish priest's/ pastor's Name:

University/ College attended _____

Level of Education attained (degree) _____

Name your Major(s), Minor(s): _____

Experience in teaching (yes/no) _____ Level _____

Pedagogical training (yes/no) _____ Level attained _____

2. Questionnaire:

Please give us the following information on the space given (please type)

A. How long do you intend to make as an initial commitment?

1 year: _____ 2 years: _____ 3 years: _____ long-term : _____

B. Describe how it came about that you believe God is calling you to serve at Mt. Carmel High School in Belize? Is there a reason you feel called to come to Belize?

C. Are you prepared to abide by the code of ethics for teachers at Mt. Carmel High School? Yes No

D. What abilities and gifts do you have that can be used in support capacities (office work, cooking, decorating, maintenance etc.)?

E. What abilities and experiences do you have in other ministries (music; worship leading; teaching; counseling; etc.)?

F. Please describe your relationship with your parents. Do they understand and approve of your being a part of this mission? Do you anticipate there being family obligations that will interfere with the completion of your commitment as a missionary in Belize? If yes, please explain.

G. Please answer some questions regarding your health
(This and all other information will be treated confidentially):

Are you currently under a doctor's care for any condition or taking prescription medication? _____
if yes, please specify _____

Have you been in psychiatric/psychological care? _____
If so, why? _____

Do you suffer from recurring sicknesses or infections? _____

Are you on a medically prescribed diet? _____

What is your blood type? O, A, B, AB _____

Are you allergic to any medication? _____.
If yes, please specify _____

Have you ever received compensation for disability? _____
If yes, please specify. _____

Do you have any physical impairments, handicaps or health conditions, which require special attention? _____
If yes, please specify. _____

Were the results of your last medical check up normal? Yes / No.
If no, please give details. _____

Does your physician have any hesitation about your traveling to Benque Viejo, Belize for any reason? _____
If no please give details _____

H. Are you a practicing Catholic? _____

I. If you are not a Practicing Catholic name your religious affiliation

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

K. 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. Yes No If yes, please explain:

L. What is your understanding of the Church's teachings on Social Justice?

M. Is there anything else you would like us to know about yourself?

N. Do you have any questions for us?

O. Describe your comfort level with the following scenarios:

(a) eating unfamiliar foods, eating in unfamiliar environments (example, in

(b) very hot weather

(c) geckos, spiders, roaches, mosquitoes and ants

(d) working with teenagers from dysfunctional families

(e) working with academically disadvantaged students

(f) working in a staff predominantly Belizean

(g) Poverty, being approached for money and food

(h) Are there any other cultural differences that you anticipate as problematic?

- P. 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)		
Science (Integrated)		
Biology		
Chemistry		
Physics		
Mathematics (integrated)		
Business		
Fine Arts (specify field)		
Other (as electives at the Junior/Senior Level)		

NOTE: Volunteer teachers are expected to have 4 to 5 teaching sessions per day, each session being 60 minutes in duration. In addition, they are expected to perform extracurricular duties.

- Q. Please list any other areas of interest that you might have such as counseling, coaching, student council, pro-life work, camping, biking etc,

R. Declaration:

I confirm that I have responded truthfully to all the above questions.

Applicant's name: _____

Date: _____

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

3. Final Agreement

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 name: _____ Signature: _____
Date: _____

4. Physician's Evaluation

Name _____

Address _____

has applied to be a volunteer teacher in Benque Viejo, Belize, Central America.

Is he/she able to undergo physical strain (e.g. 5-mile walk)? Yes/No

If not, why? _____

Is he/she within normal weight standards? Yes/No

If not, why? _____

Does he/she suffer from recurring sicknesses or infections? Yes/No

If yes, which? _____

Has he/she been in psychiatric care within the last two years? Yes/No

If yes, why? _____

Is he/she presently taking medication? Yes/No

If yes, why? _____

Is he/she on a special diet? Yes/No

If yes, what diet? _____

Does he/she have any allergies? Yes/No

If so, what are they? _____

***Please circle the appropriate answer**

Date _____ Doctor's signature and stamp _____

Contact information:

Name: _____

Address: _____

Phone#: _____

Email: _____

5. CONFIDENTIAL REFERENCE FORM

Please make more copies of this form to give to your 3 chosen referees.

Name of Applicant _____

Address _____

Mount Carmel High School Volunteer Teacher Application Form

Dates: August 19,2008, -- June 12, 2009

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. Instead of answering the questions on this sheet, you may instead send us a report in your own words on a separate sheet, if you would like. Whatever you send to us will be treated confidentially & will not be seen by the applicant. Thank you for your help and for taking time to help our institution in this way.

What is your relationship to the applicant? Pastor / teacher/ employer/ friend/ 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

Please describe the applicant in the following areas:

Please Indicate (where applicable): 1- Excellent 2- Above average 3. Acceptable 4. Not Acceptable 5. Do not know (Your comments in each area are also welcome.)

SOCIAL INTEGRATION

Involvement in Church work _____

Teamwork _____

Servanthood _____

Alertness to needs of & concern for others _____

Response to conflict _____

Response to stressful situations _____

PERSONAL MATURITY

Judgment and common sense _____

Responsibility _____

Teachability _____

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 _____

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 _____

MISCELLANEOUS

Personal appearance _____

Power of comprehension / perception _____

Habits _____

Addictions (current or previously) _____

Special gifts _____

How does he/she handle finances?

LEADERSHIP ABILITIES

Planning and setting goals _____

Communication skills (effectiveness in sharing ideas) _____

Initiative _____

Ability to organize, motivate and train others _____

Ability to follow _____

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
Would he/she be pleasant to live with? Yes/No
If not, why? _____

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 _____

Additional remarks _____

Name of Referee _____

Address: _____

Signature: _____ Date: _____

Please return this application to: info@mchs.edu.bz

Or mail to :

**Our Lady of Mount Carmel High School
Mount Carmel Lane
Benque Viejo del Carmen
Cayo District
Belize, Central America**