



operation TEACH  
410-532-5326  
www.ndm.edu/operationteach

All candidates must have received, or expect to receive, a bachelor's degree by the summer following their date of application. No previous education coursework is required or expected, although it may be helpful. Those with strong aptitudes in mathematics, natural sciences, or foreign language and those of varying cultural and ethnic backgrounds are especially encouraged to apply. Applicants are expected to be physically and emotionally healthy.

**Do not return any forms by e-mail.** Candidates should submit by US Mail a complete application packet no later than February 1. As soon as your complete packet is received and reviewed, you will be contacted for an interview. Initial interviewing begins in January. Mail application to:

operation TEACH  
4701 N. Charles St.  
Baltimore, MD 21210

**The following must accompany the application form:**

- Typed essay responses** of approximately two double-spaced pages to each of the essay questions found on the applications:  
  
Relevant information for essays might include family background, religious motivations and experience, volunteer work, previous work experience, significant personal experiences, academic abilities and other data not apparent in other parts of the application.
- Three recommendations** from people familiar with the candidate's character, interests, and academic ability. We suggest asking a residence hall director, an advisor or a professor, and a supervisor or employer. Where possible, recommenders should specifically address the personal qualities or experiences that indicate the candidate is suited for classroom teaching and community living.
- Official transcripts** from each college or university attended.
- A list of extracurricular activities and work experience**, including brief descriptions where appropriate. *An updated resume may serve this purpose.*
- A recent head/shoulders photo** of the candidate (*Please tape* in the specified place on the application).
- Any additional information or material** that the candidate feels would be of interest or importance to the selection committee. These additional sheets of paper may be included if necessary.

All of the above material must be submitted in hard copy to the operation TEACH address listed in the heading. At a subsequent point, this information may be shared in full or in part with school officials responsible for your job placement.