

Dear Summer Programs Staff Member:

We are always interested in finding the most qualified applicants to work in the summer programs. Early in the hiring season we have a range of open positions, and late in the hiring season it is likely that openings will occur, even through the start of the programs. Occasionally staff members are unable to fulfill their contracts due to illness, family obligations, or other reasons. Sometimes we simply do not have a large group of applicants for a particular position. Additionally, as in past years, it is important that we compile a resource list of referrals in the event that late openings occur. For each of these reasons we value referrals from former and current staff members.

This year, there are two ways to make referrals. On this form, please recommend individuals who you think will make excellent instructors, instructional assistants, office staff, health assistants, or resident assistants. Please complete the information below and return this sheet with your contract. We'll contact these general referrals directly.

The second way to make a referral this year is to get a qualified candidate to apply for a targeted position. CTY offers referral awards for these targeted positions. If you get a candidate for a targeted administrator or instructor position to apply without prompting by CTY, and the candidate is hired and completes his or her contract, you may be eligible for a \$150 referral award. For more details on qualifications for referral awards and for a list of targeted positions, visit our employment webpage: cty.jhu.edu/summer/employment

Thank you very much for your help. We look forward to working with you this summer!

Your Name: _____ E-mail: _____

Phone (through mid-May): _____ (after mid-May): _____

| Referral Name | Suggested Position* | Phone (through mid-May) | Phone (after mid-May) | E-mail |
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*If the suggested position is instructor or TA, please also list possible course(s).

Mail or fax this completed form to:
CTY Summer Programs, 5801 Smith Avenue, McAuley Hall, Ste 400, Baltimore, MD 21209
 410-735-6185 / Fax 866-345-3731