

## Liberty Mutual School-to-Work Program

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In order to process your application for admission to the Liberty Mutual School-to-Work Program, the following information must be provided:

1. The completed Student Application
2. A copy of your most recent official transcript
3. One completed Recommendation Form (from either a Guidance Counselor or teacher)

The above items should be returned to Ms. McKeon no later than XXX, 2009. Ms. McKeon will notify you if you have been selected to interview with Liberty Mutual.

Thank you for your time and I look forward to meeting with you concerning your interest in working at Liberty Mutual.

Haydee Perdomo  
Human Resources Generalist &  
Internship Program Manager  
Liberty Mutual Group

# Liberty Mutual School-to-Work Program Application

## Part I Applicant Background Information

Student Legal Name: *(first then last)* \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Other phone contact (cell) \_\_\_\_\_

EMAIL address \_\_\_\_\_

### Please Check One of the Following:

Are you either a U.S. Citizen or an Alien lawfully authorized to work in the U.S.?

Yes  No

## Part II Academic History

High School: \_\_\_\_\_

Student Current Status: Freshman  Sophomore  Junior  Senior

Anticipated graduation year \_\_\_\_\_

Homeroom # \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Favorite School Subject(s): \_\_\_\_\_

## **Part III**

### **Academic Honors**

Briefly describe any scholastic distinctions or honors you have won since the 9<sup>th</sup> grade. Include accomplishments such as honor roll, academic awards, honor society, etc. (use space provided)

### **Extracurricular and Personal Activities**

Please list your principle extracurricular, community, and family activities and hobbies in the order of your interest. Include specific events and/or major accomplishments such as musical instrument played, varsity letters earned, etc. (please use space provided)

### **Personal Statement**

Briefly tell us why you are interested in the Liberty Mutual School-to-Work. (please use space provided)

## Part IV Recommendations

Please use the attached form for personal recommendations:

- Advisor/Teacher (past or current)
- Optional Personal (additional teacher/parent/past employer)

### Liberty Mutual School-to-Work Program Recommendation Form

Candidate Name: \_\_\_\_\_

Guidance /Advisor/ Teacher Name: \_\_\_\_\_

#### Confidentiality Agreement & Permission to Release Transcripts

I understand that all information furnished on this form will be confidential. I waive my right to review this form once submitted and agree to respect the confidentiality of the enclosed remarks.

In support of my application to Liberty Mutual Group, I am requesting the release of my academic transcripts and supporting documents to Liberty Mutual Group.

Candidate Signature: \_\_\_\_\_

1. Academic Standing (If you do not have access to this information please obtain through school guidance)

This candidate ranks \_\_\_\_\_ in a class of \_\_\_\_\_ students and has a cumulative GPA of \_\_\_\_\_ on a point scale of \_\_\_\_\_

2. Ratings: Please rate the candidate on the following:

Category	Excellent	Average	Acceptable	Unacceptable
Leadership				
Independence				
Initiative				
Academic Achievement				
Intellectual Ability				
Attendance				
Punctuality				
Maturity				
Concern for others				
Respect for authority				

3. Academic Program

In comparison to college prep programs, the applicant's academic course work is:

Most Demanding \_\_\_\_\_ Demanding \_\_\_\_\_ Average \_\_\_\_\_ Other \_\_\_\_\_

4. Candidate's Background

How long have you known the candidate? Do you know this candidate outside of the classroom setting?

5. Comments/Insights/Recommendation

**Liberty Mutual Summer Jobs Initiative Program  
Personal Recommendation Form  
(Optional)**

Candidate Name:

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Please tell us how long you have known the candidate and what your relationship is to the candidate. Please comment on the candidate's manner in public situations, maturity, integrity, and responsibility with regards to attendance, punctuality, independence, leadership abilities and clarity of educational goals.

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