



NACEL OPEN DOOR
INTERNATIONAL PRIVATE SCHOOL PROGRAM
Local Representative Application

Please submit this application with your resume.

I. Personal Information

Name _____
(First) (Middle Initial) (Last)

Address _____

City _____ State _____ Zip _____

Home Phone (_____) _____ Cell/Other (_____) _____

Email _____

Social Security # _____ — _____ — _____ (needed for payment & tax purposes)

II. Education

1. High School: _____ Graduated: Yes No

2. College/ Post-Secondary

Major / Minor: _____ Graduated: Yes No

3. Graduate/ Additional Education:

Major / Minor: _____ Graduated: Yes No

4. Study Abroad? Yes No If Yes, where & when: _____

5. Is English your primary language? Yes No

6. Do you speak any languages other than English? Yes No If yes, what language(s)?

III. Employment History

(Please list most recent employer first)

Company: _____ Supervisor: _____

Address: _____

Phone: (_____) _____ Position Held: _____

Dates of Employment: ___ / ___ / ___ to ___ / ___ / ___

May we contact your supervisor? Yes No

Company: _____ Supervisor: _____

Address: _____

Phone: (_____) _____ Position Held: _____

Dates of Employment: ___ / ___ / ___ to ___ / ___ / ___

May we contact your supervisor? Yes No

Company: _____ Supervisor: _____

Address: _____

Phone: (_____) _____ Position Held: _____

Dates of Employment: ___ / ___ / ___ to ___ / ___ / ___

May we contact your supervisor? Yes No

IV. References

(Please do **not** list relatives.)

Professional Reference 1

Name: _____ Position: _____

Address: _____ Phone: (_____) _____

City: _____ State: _____ Zip Code: _____

Professional Reference 2

Name: _____ Position: _____

Address: _____ Phone: (_____) _____

City: _____ State: _____ Zip Code: _____

Character Reference

Name: _____ Position: _____

Address: _____ Phone: (_____) _____

City: _____ State: _____ Zip Code: _____

V. Preliminary Screening

(Please answer the following questions in the space provided.)

1. One of the main responsibilities of the Local Representative is networking. Among other things, local reps must find host families for the students' 10-month homestay program. Please explain how well you are capable of accomplishing this task?
 - a. If offered this position, where will you network to find host families?

 - b. How many students do you feel you can reasonably be responsible for?

2. Submission of correct and complete paperwork is Nacel Open Door's method of complying with government regulations. This can often be time-consuming and requires detail orientation, organizational skills and timeliness. Do you feel that you have both the time and skill to commit to this task? Please explain why.

3. Do you have access and ability to use:
 - a. A computer? Yes No
 - b. Email? Yes No
 - c. A fax machine? Yes No
 - d. A digital camera? Yes No
 - e. A scanner? Yes No
 - f. A reliable vehicle? Yes No

VII. Qualifications

Please describe any other community/volunteer experience or experience working with teens that may be relevant to this position.

(Please feel free to attach a separate sheet if necessary.)

VI. Disclosure

- 1. Have you ever been convicted of a misdemeanor or felony? Yes No
- 2. Have you had a complaint filed with an agency dealing with child mistreatment? Yes No
- 3. Have you ever been or are you currently chemically dependant or involved with any form of illegal drug use? Yes No
- 4. Have you ever filed for bankruptcy? Yes No
- 5. To the best of your knowledge, do you expect your criminal background check to print any results?
Yes No

(If you answered "yes" to any of the above questions, please attach and explain on a separate sheet of paper.)

VIII. Signature

I, the undersigned, verify that the above information is true and correct to the best of my knowledge. I understand that a Criminal Background Check must be run in order to be considered eligible for the Local Representative position with Nacel Open Door.

Full Name (please print): _____

Signature: _____ Date: ___ / ___ / ___