



NACEL OPEN DOOR

INTERNATIONAL PRIVATE SCHOOL PROGRAM

Local Representative Application

Please submit this application with your Resume.

I. Personal Information

Name (First; Last) _____

Address _____

City _____ State ____ Zip _____

Home Phone (____) ____-____

Cell Work (____) ____-____

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. Local Reps must find volunteer host families for each assigned student. 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. Paperwork submission is our Nacel Open Door's method of complying with CSIET 's standards audit. This can often be time consuming and requires: detail, organization and timeliness. Do you feel that you have both the time and skill to commit to this type of paperwork submission? Please explain why or why not.

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 or volunteer experience, or experience working with teens that may be relevant to this position.

VI. Disclosure. Criminal Background Checks are mandatory, and include any violation except for parking tickets.

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 (including traffic violations)? Yes No

If you answered "Yes" to any of the above questions, please describe in detail below. You may attach a separate sheet with explanation, if necessary.

VIII. Signature—Please print and fax signature page to 651-686-9601 ATTN: Elasih.

I, the undersigned, verify that the above information is true and correct to the best of my knowledge.

Full Name (please print): _____

Signature: _____ Date: ___/___/_____

Please note: A Criminal Background Check must be run in order to be considered eligible for the Local Representative position with Nacel Open Door. You can run a free CBC at the Nacel Open Door confidential portal: <https://nodcbc.volunteerportal.net/> ; password: "hosting2011".