



# LOCAL REPRESENTATIVE APPLICATION

## PRIVATE SCHOOL PROGRAM

PLEASE SUBMIT THIS APPLICATION WITH YOUR RESUME.

### PERSONAL INFORMATION

Name (First, Last) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

☐ Cell ☐ Work (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email \_\_\_\_\_

### EDUCATION

High School \_\_\_\_\_ Graduated? ☐ Yes ☐ No

College/Post-Secondary \_\_\_\_\_

Major/Minor \_\_\_\_\_ Graduated? ☐ Yes ☐ No

Graduate/Additional Education \_\_\_\_\_

Major/Minor \_\_\_\_\_ Graduated? ☐ Yes ☐ No

Have you studied abroad? ☐ No ☐ Yes: Where & when \_\_\_\_\_

Is English your primary language? ☐ Yes ☐ No

Do you speak any languages other than English? ☐ Yes ☐ No

If yes, what language(s)? \_\_\_\_\_

### 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

## **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 \_\_\_\_\_

## 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 Host Families for each assigned student. Please explain how you are capable of accomplishing this task.

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- a. If offered this position, where will you network to find Host Families?

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

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2. Paperwork submission is 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.

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3. Do you have access and ability to use:

A computer? ☐ Yes ☐ No

A fax machine? ☐ Yes ☐ No

A scanner? ☐ Yes ☐ No

Email?

☐ Yes ☐ No

A digital camera?

☐ Yes ☐ No

A reliable vehicle?

☐ Yes ☐ No

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

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*Criminal Background Checks are mandatory and include any violation except 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 dependent or involved with any form of illegal drug use? ☐ Yes ☐ No
4. To the best of your knowledge, do you expect your criminal background check to print any results (including traffic violations)? ☐ Yes ☐ No
5. If you answered "Yes" to any of the above questions, please explain:

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## **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: \_\_\_\_/\_\_\_\_/\_\_\_\_