



## STAFF APPLICATION

### Personal Information

Name: \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

What position are you applying for? \_\_\_\_\_

When are you available to start? \_\_\_\_\_

ESL Teacher applicants please list your qualifications and attach appropriate documentation (i.e.: college transcript or teaching certificates) \_\_\_\_\_

\_\_\_\_\_

### Experience/Interest

How did you hear about EF?

Please specify if you've been involved with the program previously, for how long and in what capacity.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your interest in cultural exchange and why you want to be involved with this program.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What experience do you have volunteering or working with children outside of your home?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please explain any other relevant experience or skills you may have for this position?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## References

Please provide the following references (Relatives or EF staff may not be references):

### Professional/ academic

Name \_\_\_\_\_ Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

### Professional/ academic

Name \_\_\_\_\_ Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

### Personal

Name \_\_\_\_\_ Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Please note that EF reserves the right to contact any of your given references at any time. Are there any former employers, coworkers, supervisors, or personal references that you would not want EF to contact? Yes  No

If yes, please list: \_\_\_\_\_

## Additional background information

Have you been convicted for any offense other than a minor traffic violation? Yes  No

(Note: A DUI conviction is not considered a traffic violation)

If yes, please give details: \_\_\_\_\_

\_\_\_\_\_

**In addition to the information provided in this application, EF EHP will run a background check on each applicant. Please fill out and sign the attached Background Release and Consent Form.**

The information I have supplied on this application is accurate and complete to the best of my knowledge. I understand that any false statement or significant omission by me may disqualify me as a candidate for employment at EF, or may be cause for dismissal if discovered at a later date. I hereby authorize EF to investigate the information I have supplied on this application, and I understand that employment is subject to acceptable educational and employment references, and other references as applicable.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*EF is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, national origin, ancestry, sex, sexual orientation, physical or mental disability, age, or other protected status.*