



EMPLOYMENT APPLICATION

DATE OF APPLICATION: _____

(Enclosure of photo is optional)

PERSONAL INFORMATION:

FULL NAME _____

DATE OF BIRTH _____ SEX _____

SOCIAL SECURITY NUMBER _____

DRIVERS LICENSE STATE & NUMBER _____

DO YOU HAVE A PASSPORT? YES ___ NO ___ If yes, please include your passport number _____

PERMANENT ADDRESS _____

TELEPHONE _____

ALTERNATE TELEPHONE _____

E-MAIL ADDRESS _____

EMERGENCY CONTACT

NAME _____

RELATIONSHIP _____

International Doorways, Inc.

P.O. Box 12997 / Raleigh, North Carolina 27605

919-832-3706 Fax: 800-637-3093

<mailto:info@internationaldoorways.com>

<http://www.InternationalDoorways.com>



ADDRESS

TELEPHONE _____

RELATIONSHIP _____

IF YOU ARE HIRED, CAN YOU PROVE THAT YOU ARE EITHER A CITIZEN OF THE UNITED STATES OR OTHERWISE AUTHORIZED TO WORK IN THIS COUNTRY? ___ YES ___ NO

(NOTE: We cannot employ you unless you can prove, with appropriate documentation, your identity and eligibility to work in the United States.)

HAVE YOU EVER BEEN CONVICTED OF ANY CRIMES INCLUDING SEX-RELATED OR CHILD ABUSE CRIMES? ___ YES ___ NO IF YES, PLEASE ATTACH A SEPARATE PAGE AND EXPLAIN IN DETAIL. (NOTE: INTERNATIONAL DOORWAYS INC. requires a current criminal background record check be on file prior to staff training as a condition of employment)

EDUCATIONAL BACKGROUND:

HIGHEST LEVEL OF ACADEMIC ACHIEVEMENT

BACKGROUND:

DO YOU HAVE EXPERIENCE WITH YOUNG PEOPLE? YES ___ NO ___

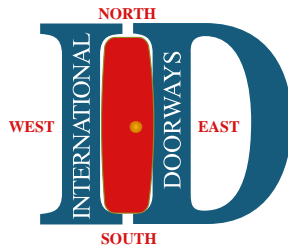
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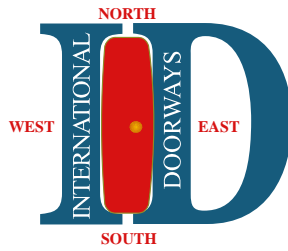
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IF YES, PLEASE EXPLAIN.

PLEASE LIST LANGUAGES YOU SPEAK AND INDICATE LEVEL OF FLUENCY
(Excellent, Average, Poor)

BRIEFLY, DISCUSS ANY EXPERIENCES IN ANY OTHER CULTURES OR
SUBCULTURES IN OR OUTSIDE THE UNITED STATES.



BRIEFLY, DESCRIBE STRENGTHS AND SKILLS YOU MAY BRING TO OUR PROGRAM.

WORK EXPERIENCE:

LIST PREVIOUS EMPLOYERS AND DESCRIBE YOUR RESPONSABILITIES OR ATTACH A CURRENT RESUME WITH YOUR APPLICATION

NAME _____

ADDRESS _____

TELEPHONE _____

E-MAIL ADDRESS _____

DATES EMPLOYED _____

NAME _____

ADDRESS _____

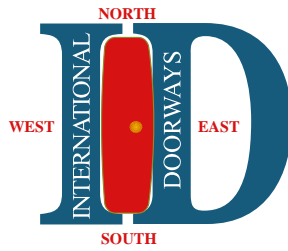
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TELEPHONE _____

E-MAIL ADDRESS _____

DATES EMPLOYED _____

NAME _____

ADDRESS

TELEPHONE _____

E-MAIL ADDRESS _____

DATES EMPLOYED _____

MAY WE CONTACT ANY OF YOUR PREVIOUS EMPLOYERS FOR A
REFERENCE? YES _____ NO _____

CERTIFICATIONS:

LIST CERTIFICATIONS THAT YOU HOLD AND THAT ARE VALID UNTIL
SEPTEMBER 1ST OR SOON TO BE HELD (**Note:** Include a photocopy of certification
with your application)

____ LIFEGUARD

____ WATER SAFETY

____ WILDERNESS FIRST AID

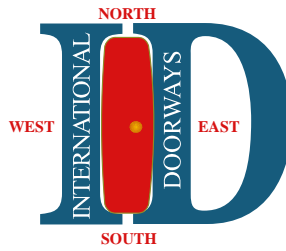
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- ___ STANDARD FIRST AID
- ___ CPR
- ___ ADVANCED FIRST AID
- ___ EMERGENCY MEDICAL TECHNICIAN
- ___ OTHER (Please specify)

FOR CERTIFICATIONS SOON TO BE HELD PLEASE INDICATE ANTICIPATED DATE OF CERTIFICATION:

HAVE YOU READ THE REQUIREMENTS AND RESPONSABILITIES THOROUGHLY? ___ YES ___ NO

CAN YOU PERFORM THE JOB FUNCTIONS SPECIFIED FOR THIS POSITION WITH OR WITHOUT REASONABLE ACCOMMODATIONS? ___ YES ___ NO

APPLICANTS STATEMENT:

I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that false statements or omission on this application or made during my interview shall be cause for rejection of this application, or if hired shall be grounds for dismissal, no matter when discovered.

I authorize investigation of all statements contained in the application or made during my interview and authorize the references to give you any and all information concerning my



current and previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I agree to immediately notify International Doorways Inc. if I should be convicted of a felony, or any crime involving dishonesty, breach or trust, controlled substances, sexual misconduct, abuse, or violence, while my application is pending, or if hired, after notice of hire and throughout my period of employment.

I understand that I will be required to sign a confidentiality agreement, should I become an employee of International Doorways Inc.

I understand that completing this application does not create a contract, does not indicate that there is a job open and does not obligate the company to hire me. I understand and agree that, if I am hired, my employment is “at will” and can be terminated with or without notice, at any time, for any reason, by me or by the company.

I understand that if hired, International Doorways Inc. will require a current criminal background record check and drug test. In addition as a condition of employment the following needs to be met; attend staff training (Transportation to orientation is Staffers responsibility), valid certification/s **Note:**(Minimum certification for the duration of the summer in Wilderness First Aid is required. Some programs also require Water Safety or Lifeguard certification), valid passport/visa, immunizations and valid history physician examination form.

Signature: _____

Date: _____

International Doorways Inc. is an equal opportunity employer accepting staff of any age, disability, veteran’s status, race, color, creed, gender, sexual orientation, national, ethnic background or place of birth

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IMPORTANT INFORMATION ABOUT APPLYING TO INTERNATIONAL DOORWAYS INC.

INTRODUCTION:

Thank you for your interest in International Doorways Inc! The qualifications and experience of our staff are diverse. At International Doorways we seek individuals who have the desire and the experience leading or teaching teenagers. Group leaders at International Doorways are unique, responsible individuals who will ensure the safety and well being of the teenagers.

HOW TO APPLY:

EMPLOYMENT APPLICATION

EMPLOYMENT REFERENCE FORM (3)

REMINDERS: (Be sure to include a copy of your resume and a copy of any current certifications you may hold)

CONDITION OF EMPLOYMENT: Criminal background record check, drug test, attend staff training, valid certifications, valid passport/visa, immunizations and valid history physician examination form.

BENEFITS: Roundtrip Domestic and International airfare, orientation and training pay (Transportation to orientation is Staffers responsibility), International Travel Insurance, All meals, accommodations and program related expenses are covered for the duration of

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the contract period. Group leader's compensation for In-Country service begins at 200.00/ week and may increase based on qualifications.

LEADER RESPONSIBILITIES: The responsibilities of the group leader begin at the time of assignment of host country and extend through the completion of the leader's report. While In-country, leaders are on duty and responsible for participants twenty-four hours a day and seven days a week. Leaders are required to be at least 21 years of age and be available from June 1st thru mid August.

- To insure the participant's safety & welfare.
- To administer program logistics & budget.
- To facilitate the learning experience & to encourage personal growth of the participants.

PRE-PROGRAM:

- Communicate & maintain communication until the time of departure with each participant introducing yourself & the program.
- Attend leadership orientation/training in June.

PROGRAM:

- Meet participants at selected gateway city or host country.
- Be present & with the group throughout the program.
- Receive & administer group budget as instructed by International Doorways Inc., maintaining an accurate record of expenditures.

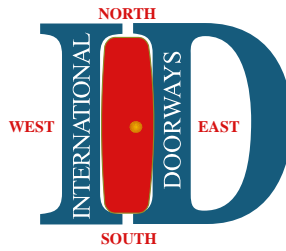
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- Conduct orientation at host country.
- Meet with all participants within the first week to ensure everything is progressing smoothly and the participants are gaining the utmost from their experience.
- Create a collaborative relationship with our In-Country representatives/hosts.
- Plan activities and logistics.
- Maintain contact with & support all participants requesting assistance as needed.
- Carry out planned activities.
- Manage & follow budget for program activities, travel & accommodations.
- Maintain regular contact with International Doorways Inc. base camp & HQ office.
- Send email updates to International Doorways Inc. office at designated intervals during the Summer Program.
- Conduct a program evaluation at the end of the summer program.

POST PROGRAM:

- Submit leader's report, financial reports & evaluations to the International Doorways Inc. office.

PROGAM SITES:

Africa, Central America, South America, The Caribbean, Asia/Southeast Asia, Mexico & Europe

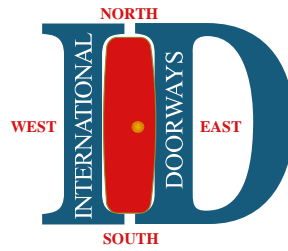
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