

Application for Employment

**EEO Statement***: International Youth Foundation* (IYF) *is an equal opportunity employer and will not discriminate against any application for employment on the basis of age, race, color, gender, national origin, religion, creed, disability, veteran status, marital status, sexual orientation, genetic information, military status, disability, or sex including pregnancy and childbirth or related medical condition or on any other basis prohibited by law.*

**General Information:**

Date:

Full Name: Phone Number: Current Email Address: Current Address:

Day Phone Number: Evening Phone Number: Preferred Number [ ]Day [ ]Eve

[ ] Full-Time

Position Desired Salary Desired Earliest Start Date [ ] Part-Time [ ] Intern

Have you ever applied to International Youth Foundation before? If yes, when:

How did you find out about International Youth Foundation?

Can you, after employment, submit verification of your legal right to work in the United States? [ ] Yes [ ] No

Do you now, or will you in the future, need sponsorship from an employer in order to obtain, extend or renew your authorization to work in the United States? [ ] Yes [ ] No

**Education / Training:**

High School City & State Major Degree Did you graduate: [ ] No [ ] Yes

College City & State Major Degree Did you graduate: [ ] No [ ] Yes

Graduate/Trade School City & State Major Degree Did you graduate: [ ] No [ ] Yes



**Previous Experience (Start with current or most recent employer):**

|  |  |  |  |
| --- | --- | --- | --- |
| Firm Name | From (Month/Year) | To (Month/Year) |  |
| Address (Street, City, State, Zip) |  |  |  |
| Job Title | Supervisor’s Name | Supervisor’s Title | Phone # |

Responsibilities:

Reason for Leaving:

May we contact the above employer? [ ] Yes [ ] No If no, please provide explanation.



Firm Name From (Month/Year) To (Month/Year)

Address (Street, City, State, Zip)

Job Title Supervisor’s Name Supervisor’s Title Phone # Responsibilities:

Reason for Leaving:

|  |  |  |
| --- | --- | --- |
| May we contact the above employer? [ ] Yes [ ] No | If no, please provide explanation. |  |
| Firm Name From (Month/Year) | To (Month/Year) |  |
| Address (Street, City, State, Zip) |  |  |
| Job Title Supervisor’s Name | Supervisor’s Title | Phone # |

Responsibilities:

Reason for Leaving:

May we contact the above employer? [ ] Yes [ ] No If no, please provide explanation.



**Additional Qualifications:**

Please identify any additional knowledge, skills, qualifications or awards that will be helpful to us in considering your application:

Please list any languages that you speak, read, and/or write and indicate the level of fluency here:

**References:**

Please provide the names of three professional references, not related to you, who can best provide pertinent information as to your character and capabilities for the position you are applying or being considered for. These individuals are generally your previous supervisors.

**Name/Title: Organization: Relationship: Telephone #/Email Address:**

**Applicant’s Certification:**

**Applicant’s Certification of Truthfulness, Agreement to Background Checks and Understanding of “AT WILL” Employment**

I hereby certify that all statements made in this application and in the pre-employment process are true and correct to the best of my knowledge and belief. I understand and agree that any misrepresentation or omission of facts in my application or in the pre-employment process may result in rejection of my application or termination of my employment.

I understand an employee of IYF may make an investigation as to my character and general reputation. I authorize all current and past employers, schools, persons and organizations having relevant information or knowledge to provide it to IYF for the use in deciding whether or not to offer me employment. I hereby release IYF, its representatives and all such employers, schools, persons and organizations from all liability in making or responding to inquiries in connection with my application.

I understand that if an employment relationship is established my employment can be terminated at any time, with or without cause or notice, at the option of either IYF or myself. I further understand that nothing contained in this application or in any other oral communication or representation from IYF or any IYF representative made at any time constitutes a contract, guarantee, promise or any other binding obligation on IYF.

The nature of IYF’s work makes it essential that applicants not divulge proprietary organizational information. I acknowledge that during the application process, I may learn of certain information concerning IYF’s work. I agree to keep this information private and to not disclose IYF’s proprietary or confidential information to any person or entity for any reason. I further agree not to make use of such information for my own benefit or the private benefit of others.

Further, if granted a position with IYF, I will comply with all of IYF’s policies and procedures, a copy of which will be provided on or before my first week of employment.

Under legal guidelines, an employer may not require or demand, as a condition of employment, perspective employment or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding $100.

In signing this form, I certify that I understand all the questions and statements in this application.

**Acknowledged:**

**Signature of Applicant Date**