

Independent Contractor Application Exchange Program Coordinator



Please type or print legibly in **black** ink.

Social Security # _____ - _____ - _____

Print name in full _____
First Middle Last

Address _____
Street City State Zip

Home telephone () _____ Mobile telephone () _____

Fax number () _____ E-mail address _____

Length of residence in community _____ Population _____

Nearest major city _____ Miles away _____

Community type: urban suburban rural/farm Closest major airport _____ Miles from your city _____

Have you ever hosted an exchange student? Yes No Program name _____

Have you worked for other exchange organizations? Yes No If yes, in what capacity? _____

How did you learn about ERDT/SHARE!/? _____

EMPLOYMENT HISTORY (Please list current or most recent employment first.)

Are you currently employed? Yes No Work schedule / hours per week? _____

From/To	Month/Year	Name of employer	Duties/responsibilities
_____	_____	_____	_____

_____	_____	_____	_____
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_____	_____	_____	_____
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EDUCATIONAL BACKGROUND (Please check all that apply.)

High school diploma Some college College degree - major _____

Other, please describe any background or training you feel would be helpful to you as an Exchange Program Coordinator:

PROFESSIONAL REFERENCES (Please list two references with complete information.)

Name	Name
_____	_____

Relationship _____ Time known _____	Relationship _____ Time known _____
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Street _____	Street _____
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City _____ State _____ Zip _____	City _____ State _____ Zip _____
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Telephone () _____	Telephone () _____
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PERSONAL REFERENCES (Please list two (non-relative) references with complete information.)

Name	Name
_____	_____

Relationship _____ Time known _____	Relationship _____ Time known _____
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Street _____	Street _____
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City _____ State _____ Zip _____	City _____ State _____ Zip _____
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Telephone () _____	Telephone () _____
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SALES AND NETWORKING EXPERIENCE

To be successful as an Exchange Program Coordinator you have to be comfortable talking with people and promoting the program. Please describe sales or networking experience that you have.

VOLUNTEER OR COMMUNITY INVOLVEMENT

Please list by name any community (civic, educational, religious, sports, professional, etc.) organizations in which you are an active participant or for which you have volunteered. List your duties/responsibilities/activities in the organization and the approximate length of your involvement.

MEETING GOALS

Describe a situation or project in which you were involved where you were expected to meet a specific goal (produce a result by a deadline).

RESOLVING CONFLICTS

Do you feel comfortable resolving conflicts or mediating a problem? Yes No. If yes, describe a situation at home or work where you helped resolve a conflict or mediate a problem. (Describe the conflict briefly and tell how you helped resolve it.)

WORKING WITH ERDT/SHARE!

Why are you interested in working with ERDT/SHARE! to promote international exchange?

Have you ever been convicted of (or pleaded guilty or *nolo contendere* to) a crime? Do not identify marijuana-related misdemeanor convictions occurring more than two years ago or convictions for which the criminal record has been expunged, sealed or eradicated by the court, or misdemeanor convictions for which any probation has been completed and the case dismissed by the court.) Yes No

If yes, please explain. _____

I hereby certify that the information given on this application is true and complete to the best of my knowledge. By signing below, I hereby give ERDT/SHARE! permission to check my references. Please add additional paper if necessary.

SIGNATURE _____

DATE _____

AUTHORIZATION FOR BACKGROUND CHECK

(Required Placement Document)



All of us at ERDT/SHARE! thank you for your desire to SHARE! with our exchange students from around the world, to work with our organization, or to volunteer. In order to ensure that we follow recommended best practices in working with all youths, we are requiring background checks for all adults 18 years and older who will be involved in our program. We thank you in advance for providing ERDT/SHARE! with the information below, which will be kept in a confidential file in our office and not used for any other purpose.

Applying to become:

- Host Family
- Independent Contractor
- Staff
- Volunteer

1. Full Name of Applicant _____
Last Name First Middle

2. If applying to become a host family, relationship to the head of household _____

3.. Date of Birth _____ / _____ / _____
Month / Day / Year

4. Social Security Number _____ - _____ - _____

5. List other names and/or maiden names that the above applicant has used in the past. Print out full name:

6. Current Address _____
Number and Street City State Zip

7. How long have you resided at your current address? ____ year(s) If less than 5 years, please list previous addresses:

8. I do hereby authorize Educational Resource Development Trust to perform a background check for the purpose of becoming involved with international youths.

9. Signature _____

10. State of _____ County of _____ Date _____

For ERDT/SHARE! Office Use:

Exchange student name: _____

Date Background Check Completed: _____

Completed by (Initials): _____