



COORDINATOR PROFILE

Please complete both sides in black ink.

Manager: _____
Regional Director: _____

Name: (Mr.)(Mrs.)(Ms.)(Rev.) _____
 (Last) (First) (Middle Initial)

Address: _____ PO Box: _____

City: _____ State: _____ Zip: _____

Telephone: Home (_____) _____ Work (_____) _____

Cell (_____) _____ Fax (_____) _____

E-mail address: _____

Social Security #: _____ - _____ - _____ Driver's License #: _____

Have you ever been convicted of a felony? YES NO If yes, please explain briefly:

Have you ever worked with international students? YES NO If yes, please explain:

EMPLOYMENT RECORD

Current Employer: _____ Past Employer: _____

Position: _____ Position: _____

Telephone: (_____) _____ Telephone: (_____) _____

How Long Employed: _____ Yrs. _____ Mo. How Long Employed: _____ Yrs. _____ Mo.

EDUCATIONAL BACKGROUND

Institution	Degree	Year
_____	_____	_____
_____	_____	_____
_____	_____	_____

PROFESSIONAL REFERENCES

Please list three persons who are familiar with your professional capabilities and have worked with you or supervised you.

Name	Relationship	Telephone #
_____	_____	_____
_____	_____	_____
_____	_____	_____

Office Use Only MGR Initials

Applicant's Signature: _____ Date: ____/____/____

Why do you want to be a Community Coordinator? _____

Why do you think you would be successful as a Community Coordinator? _____

Please describe your community service experience. (Fund-raising, Committees, Volunteering, etc.)

Please describe any past leadership role(s) where people were influenced or motivated as a direct result of your efforts. (Marketing, Sales, Committee Work, etc.)

Please describe a past experience where you were counted on to produce a particular result or accomplish a specific goal and what was the goal.

What actions did you take to accomplish the goal?

Did you accomplish the goal? YES NO Please explain:

What other information do you feel would be useful for us to know about you?

How did you find out about CETUSA? _____

Thank You for your interest in CETUSA!

**Council for Educational Travel USA
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Grand Rapids, MI 49525**