

Office use only: Rec'd: Ackn: Preintv: Intv. date/time: Hire: Rej:



**ARABIC LANGUAGE INSTITUTE :
MOROCCO 2008 Group Leader Application**

We appreciate your efforts in completing this form. Responses are confidential. As we are not able to meet many applicants in-person

Send completed application by Mar. 1 to:
1020 Legacy Drive; Bedford, VA 24523
Email: leila@legacyintl.org
Fax: (540) 297-1860
<http://www.legacyintl.org>

CONTACT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Country	E-mail		
Phone	Cell		

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? (If "no" see section below)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you 21 years of age or over (as of June 1, 2008)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Do you smoke?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, are you willing to modify use within the terms of the personnel policies?		
Do you drink alcohol?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, are you willing to modify use within the terms of the personnel policies?		
Have you ever been convicted of crimes other than traffic violations, including sex-related or child abuse offenses?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		
How did you hear about Legacy's Arabic Language Institute? (website? referral? etc.)					

BACKGROUND EXPERIENCE

Do you have experience working with young people?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Cumulative time, Years:	Months:
Do you have overseas experience?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Cumulative time, Years:	Months: Where?:
Do you have trip leading experience?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If "yes", describe the trip's focus (outdoor/adventure, educational, study abroad, urban?)	
Role & Responsibilities				
Age Range of Group	Number of Participants on Trip(s):		Length of Trip(s):	
Do you have <i>current</i> first aid and CPR certification?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If "yes", indicate expiration dates: <i>Please send a copy of your certification credentials with your application</i>	
If "no", will you be able to take a certification class prior to the start of your employment with Legacy? YES <input type="checkbox"/> NO <input type="checkbox"/>				

EMPLOYMENT & EDUCATION HISTORY *Please attach your resume*

REFERENCES PLEASE LIST THREE PROFESSIONAL REFERENCES. (NO FRIENDS OR RELATIVES.)			
Name		Relationship	
Best Time to Reach		Phone	()
Name		Relationship	
Best Time to Reach		Phone	()
Name		Relationship	
Best Time to Reach		Phone	()

SHORT ESSAY QUESTIONS

On a separate paper, please answer all of the following questions. (Please submit answers typed, if possible.)

1. What experience have you had with young people in a leadership capacity? How would you describe your leadership style? What additional experiences do you have with groups in general, such as teaching, guidance, group living, or discussion?
2. Describe your experience traveling and/or living abroad, and any other intercultural experiences you have had. Have you ever lived with host families while traveling abroad, and for how long?
3. Describe one specific incident which you considered a major accomplishment in working with a youth or a group of youths. What was the most challenging aspect of this experience for you?
4. How do you think you could contribute most as an ALI group leader? What plans do you have to encourage growth and learning in each participant? What do you feel would be your major strengths and weaknesses as an ALI group leader?
5. How do you work most effectively: alone, with a partner, or in a team? Please explain why.
6. List and describe any professional training or personal development programs in which you have participated. Please list your membership in any professional or student organizations. *(May omit if on resume.)*
7. State your chief reason for wishing to go abroad as an ALI group leader. How do you feel this experience can further your professional and personal goals?

AUTHORIZATION, DISCLAIMER AND SIGNATURE

I certify that all information I have provided is true, complete and correct. I understand that untrue, misleading, or omitted information herein may result in dismissal, regardless of the time of the discovery by Legacy International.

I authorize Legacy International, its representatives, employees or agents to contact and obtain information from all references, employees, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I also waive any and all rights and claims I may have regarding Legacy international, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

If accepted for employment, I understand that I will be an at-will employee, meaning that my employment may be terminated with or without cause, and with or without notice, at the option of either Legacy International or myself, and that any agreement to the contrary must be in writing and signed by a member of Legacy's senior management. I also agree to abide by the rules and policies of the employer.

I certify that I have read, fully understand and accept all the terms as stated above

Signature _____ Date _____