



# National Endowment for Democracy

Supporting freedom around the world



JOURNAL OF  
DEMOCRACY



**CIMA**

CENTER FOR INTERNATIONAL MEDIA ASSISTANCE

*forum*  
International Forum for Democratic Studies

## APPLICANT INFORMATION

<b>Last Name</b>		<b>First</b>		<b>M.I.</b>	<b>Date</b>
<b>Street Address</b>				<b>Apartment/Unit #</b>	
<b>City</b>		<b>State</b>		<b>ZIP</b>	
<b>Home Phone</b>	<b>Cell Phone</b>			<b>E-mail Address</b>	
<b>Date Available</b>		<b>Desired Salary</b> \$		/USD per year	
<b>Position Applied for</b>					
<b>Are you authorized to work in the U.S.?</b>				YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Have you ever been discharged or asked to resign?</b>		YES <input type="checkbox"/>	NO <input type="checkbox"/>	<b>If yes, explain</b>	

## EDUCATION

<b>Undergraduate</b>		<b>City/State</b>
<b>From</b>	<b>To</b>	<b>Degree Received</b>
<b>Graduate</b>		<b>City/State</b>
<b>From</b>	<b>To</b>	<b>Degree Received</b>
<b>Other</b>		<b>City/State</b>
<b>From</b>	<b>To</b>	<b>Degree Received</b>

## EMPLOYMENT HISTORY (START WITH THE MOST RECENT AND WORK BACKWARDS)

<b>Employer</b>		<b>Phone</b> ( )	
<b>Address</b>		<b>Supervisor</b>	
<b>Job Title</b>	<b>Starting Salary</b> \$	<b>Ending Salary</b> \$	

<b>Summarize the nature of the work and your responsibilities.</b>		
<b>From</b>	<b>To</b>	<b>Reason for Leaving</b>
May we contact your supervisor for a reference?      YES <input type="checkbox"/> NO <input type="checkbox"/>		

<b>Employer</b>				<b>Phone</b> (    )	
<b>Address</b>			<b>Supervisor</b>		
<b>Job Title</b>		<b>Starting Salary</b> \$		<b>Ending Salary</b> \$	
<b>Summarize the nature of the work and your responsibilities.</b>					
<b>From</b>		<b>To</b>		<b>Reason for Leaving</b>	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>					

<b>Employer</b>				<b>Phone</b> (    )	
<b>Address</b>			<b>Supervisor</b>		
<b>Job Title</b>		<b>Starting Salary</b> \$		<b>Ending Salary</b> \$	
<b>Summarize the nature of the work and your responsibilities.</b>					
<b>From</b>		<b>To</b>		<b>Reason for Leaving</b>	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>					

<b>REFERENCES</b>	
<i>Please list three professional references.</i>	
<b>Full Name</b>	<b>Relationship</b>
<b>Company</b>	<b>Phone</b> (    )
<b>Work Address</b>	<b>Email</b>
<b>Full Name</b>	<b>Relationship</b>
<b>Company</b>	<b>Phone</b> (    )
<b>Work Address</b>	<b>Email</b>
<b>Full Name</b>	<b>Relationship</b>
<b>Company</b>	<b>Phone</b> (    )
<b>Work Address</b>	<b>Email</b>

<b>ADDITIONAL INFORMATION</b>	
<b>Please indicate any additional knowledge or skills (including computer skills) that may be useful in this position.</b>	
<b>Please provide any additional information that may not be reflected in the above questions (e.g. foreign language proficiency, awards and honors, etc.).</b>	

<b>DISCLAIMER AND SIGNATURE</b>	
<b>I certify that my above answers are true and complete to the best of my knowledge.</b> <b>If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.</b>	
<b>Signature</b>	<b>Date</b>



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### EQUAL EMPLOYMENT OPPORTUNITY (EEO) SELF-IDENTIFICATION FORM

Qualified applicants are considered for employment without regard to race, religion, sex, national origin, age, marital status, sexual orientation, veteran status, disability, or other protected characteristic. The National Endowment for Democracy is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the National Endowment for Democracy invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment or otherwise influence employment decisions. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement.

**This form will be kept in a confidential file separate from your application for employment.**

Print Name (Last, First, MI): \_\_\_\_\_

Position Applied For: \_\_\_\_\_

**Gender Identification (check one):** \_\_\_\_\_ Female \_\_\_\_\_ Male

**Race/Ethnic Identification (check one):**  **Decline self-identification.**

**Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**