



**THANK YOU FOR TAKING AN INTEREST IN THE ROLE OF A TOOLS FOR PEACE PART-TIME FACILITATOR!
PLEASE PRINT AND COMPLETE THE FOLLOWING EMPLOYMENT APPLICATION.**

Tools for Peace does not discriminate on the basis of an individual's race, color, national or ethnic origin, religion, age, sex, gender, or sexual orientation.

Name _____ Date _____
(Last) (First)

Permanent Address

Number of years at permanent address: _____

Street _____

Apt/Box # _____

City _____

State _____ Zip _____

Business Address:

Number of years at bus. address: _____

Street _____

Apt/Box # _____

City _____

State _____ Zip _____

Previous Address

Number of years at previous address: _____

Street _____

City _____

Apt/Box # _____

State _____ Zip _____

Current Contact Information

Phone (____) _____

Cell Phone (____) _____

MySpace Address _____

School or University _____

Major _____ Date of Degree Completion _____

Phone (____) _____

E-Mail _____

Facebook Address _____

Can you, after an offer of employment, submit verification of your legal right to work in the United States? YES NO

Have you ever plead guilty to, or been convicted of, a criminal offense (see below *) YES NO If yes, give dates and explain:
(A conviction will not necessarily disqualify you)

I understand that any and all continued employment with Tools For Peace is dependent upon the results of my driving record, criminal history record, reference checks, and any other documents required that need to be verified. _____ Initial

* **CONVICTIONS:** A conviction does not automatically mean you will not be offered the job. What you were convicted of, the circumstances surrounding the conviction and how long ago the conviction occurred are important considerations in determining your eligibility/continued employment. Give all the facts, so that a fair decision can be made. _____ Initial

Employment Experience PLEASE LIST IN ORDER OF MOST RECENT EMPLOYMENT FIRST

Company Name		Phone Number ()	Dates of Employment From (Mo/Yr) To (Mo/Yr)	
Company Address (include Street, City, State, Zip Code)				
Job Title-Start	Job Title-Final		Base Rate of Pay Start Final	
Supervisor (Name & Title)				
Description of Job Duties		Reason for Leaving		
Company Name		Phone Number ()	Dates of Employment From (Mo/Yr) To (Mo/Yr)	
Company Address (include Street, City, State, Zip Code)				
Job Title-Start	Job Title-Final		Base Rate of Pay Start Final	
Supervisor (Name & Title)				
Description of Job Duties		Reason for Leaving		

Experience

In the following list put an "1" before those activities that you could demonstrate proficiency; "2" for those activities that you could demonstrate proficiency with some guidance; and "3" for those activities you could not demonstrate with proficiency, or would not feel comfortable doing.

- ____ Working with Youth and/or Teens
- ____ Meditation
- ____ Mindfulness-Based Instruction and Activities
- ____ Group Activities and Team Building Games
- ____ Reflective Writing and Journaling

Choosing from the list above, indicate the four activities that you can best instruct and past experiences you have had in each of these areas.

1 _____ Past Experience _____ _____	2 _____ Past Experience _____ _____
3 _____ Past Experience _____ _____	4 _____ Past Experience _____ _____

Professional / Personal References

*(Four references required; please include two relatives and use a star * to indicate which references are relatives)*

Name	Address	Area Code	Phone Number
1.			
2.			
3.			
4.			

Additional Information

Please answer the following questions giving careful consideration to each. If extra space is needed, please attach another sheet of paper.

1. How did you learn about Tools For Peace? If from an individual, whom?

2. Why are you interested in the Tools For Peace Part-Time Facilitator Position?

3. Have you had any experiences in high school, college, or afterwards which you consider to be valuable background for working with children and/or teenagers? If so, when, and in what capacity?

4. How would you describe yourself in terms of your ability to work as a member of a team?

5. Have you had any experience leading guided mediations with a group of individuals? If so, in what capacity?

6. What meaningful skills and strengths would you bring to Tools For Peace, its programs, and the youth it serves as the role of a Tools For Peace Part-Time Facilitator?

7. Is there anything else Tools For Peace should know about you and your capabilities? Please provide any further information you would consider valuable to your application.

Please submit a copy of your most recent resume for review with this application.

PLEASE READ CAREFULLY BEFORE SIGNING

I understand that this application is only valid for the position applied for at present and that Tools for Peace is not obligated to retain or consider this application for future openings.

I have read and understand the foregoing and to the best of my knowledge and belief, the information on this form is true and correct. I understand that falsification of this application in any detail is grounds for disqualification from further consideration of/or for dismissal from employment

I authorize Tools for Peace to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party, with legal and proper interest.

In the event of my employment, I will comply with all rules and regulations as set forth by the Tools for Peace organization or other communications distributed to employees, and understand as a condition of continued employment will be my compliance with the Tools for Peace's controlled substance abuse and testing policy.

I understand that completion of this form does not guarantee me status as an applicant or any consideration for employment unless I meet all stated minimum qualifications required of the position for which I am asking to be considered for.

I understand that Tools for Peace reserves the right to conduct criminal background and reference checks on all applicants being considered for employment. I hereby give my permission for Tools for Peace to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agency, may include arrests and convictions. I understand that this information will be used, in part, to determine my eligibility for a position at the Tools for Peace Camp. I understand that I will have an opportunity to review any disqualifying criminal history and that a procedure is available for clarification, if I dispute the record as received.

I have read the above statements and accept the same as a condition of my employment with the Tools for Peace.

Applicant Signature

Date of Application

Thank you for your interest in the Tools for Peace Part-Time Facilitator Position! Please return completed information to the address listed below. If you have any questions, please email us at info@toolsforpeace.org.

**Tools for Peace, Attn: Administration
75 S. Grand Ave., Suite 217, Pasadena, CA 91105
Phone: 626-564-0700, Fax: 626-564-0701
Website: www.toolsforpeace.org**