JOB APPLICATION INFO

About Youth 2 Leaders Education Foundation and Position:
Youth 2 Leaders Education Foundation is a non-profit organization dedicated to ensuring that the next generation of Kern County students has the opportunity to go to college. Our ultimate goal is to increase the number of Kern County youth that attain a higher education at the community college or university of their choice.

We seek a qualified Program Coordinator to coordinate the agency's programs. This position will report to the Director of Educational Programs. The Director will maintain these programs and oversee the expansion of a fund development campaign to help grow the services provided. The coordinator will work closely with community and partners to maintain our mission statement - increased awareness of higher education throughout Kern County.

Application Procedure:
An application must be completed in full and received in the Y2LEF by until filled unless otherwise indicated. Incomplete or late applications will not be considered or accepted. Resumes are welcomed but will not be accepted in place of the official application. E-mailed applications and resumes will also be accepted.

Application packet must include:
✔ Cover Letter
✔ Resume
✔ Job Application
✔ Written Prompts

Selection Procedure:
You will be contacted if selected for an interview.

Submit completed application packet to:
Hiring Team: hiring@y2lef.org

OR

Office Address:
Youth 2 Leaders Education Foundation 1701 Westwind Drive Suite# 116 Bakersfield, CA 93301

GENERAL INFORMATION:
It is the policy of Youth 2 Leaders Education Foundation to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to be fingerprinted and present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work. Youth 2 Leaders Educational Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and

conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. ***EQUAL OPPORTUNITY EMPLOYER***

Applicant Information

Full Name: _____ Date:_____
Last *First* *M.I.*

Address: _____
(*Mailing*) *Street Address* *Apartment/Unit#*

_____
City *State* *Zip Code*

Phone:_____ Email_____

How did you find out about this position? ▭Website ▭Friend Other:_____

Have you ever been a participant of the Y2L programs? ▭YES ▭NO

Do you have transportation? ▭YES ▭NO

Do you have a valid CA driver's license? ▭YES ▭NO

Are you legally authorized to work in the United States? ▭YES ▭NO

Have you worked for this company before? ▭YES ▭NO If yes, when _____

Have you ever been dismissed from employment? ▭YES ▭NO

If yes, please explain below: *(include reason, employer, position, and dates)*

_____

_____

Education

What is the highest level of education you have completed?	What is the name of the college or university you are currently attending or graduated from?
Overall GPA?	What is/was your Major?

Previous Employment

Begin with your most recent employer. Include all relevant employment and experience within the last 3 years.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Reason for leaving: _____

Responsibilities:

_____

_____

May we contact your supervisor for a reference? ▭ Yes ▭ No

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Reason for leaving: _____

Responsibilities:

_____

_____

May we contact your supervisor for a reference? ▭ Yes ▭ No

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Reason for leaving: _____

Responsibilities:

_____

_____

May we contact your supervisor for a reference? ▭ Yes ▭ No

Written Prompts

You **MUST** Provide a written response for the following question. Your response should be sincere, clearly articulated, and relevant to the question. Please TYPE, and PRINT, your response on a separate page, and attach to your application.

What specifically interests you about working as a (position's title) (200-word max).

Also, provide a written response to **ONE** of the following questions. Your response should be sincere, clearly articulated, and relevant to the question chosen. Please TYPE, and PRINT, your response on a separate page, and attach to your application.

1) Describe your personal success and how it relates to your chosen field. (200-word max).
2) How do you express your leadership both in and out of school? (200-word max).
3) Where will your college education take you 10 years from now? (200-word max).
4) How has your family upbringing affected your views on your educational journey? (200-word max).

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____