

# CDF Instructor Application Format

Do not write or type on this page. Use this format to prepare your application. Applications must be received by 6 weeks before program date. (Please contact me for late application information.) Although additional pertinent materials may be attached, key information listed below must be summarized in the application. Please e-mail the completed application to:

Ellen Weaver-Paquette [ellen@careerconsultingconcepts.com](mailto:ellen@careerconsultingconcepts.com) 401-423-0171

**I. IDENTIFYING INFORMATION:**

- Name
- Institution/Agency
- Address
- Phone
- Fax
- Email

**II. EDUCATION:**

- List all education beyond high school, including degrees earned, institutions attended; and field(s) of study
- Did your education include a practicum/internship in career development? If yes, please describe the experience
- List your five most recent continuing education experiences in the career-development area. Include the dates, titles or descriptions, and number of contact hours

**III. WORK EXPERIENCE**

- List current job title
- List total years of career development experience. Minimum of 5 years required
- Briefly describe how your current job includes the education and/or training of career services providers
- Briefly describe how your previous jobs have included the education and/or training of career services providers
- Indicate which of the following you have done:
  - Conducted individual/group career counseling sessions
  - Worked with career information resources
  - Conducted courses/workshops in career planning
  - Taught graduate counselor education courses
  - Taught courses in 2- or 4-year programs related to career and/or helping skills
  - Conducted continuing education workshops
  - Conducted staff training
  - Other pertinent experience

**IV. CREDENTIAL/MEMBERSHIPS**

- List all licenses/certifications related to counseling, career counseling, and career development
- List memberships and/or leadership experiences in professional associations involved in counseling, career development, and/or training
- If you hold a GCDF credential, please identify

**V. PROFESSIONAL CONTRIBUTIONS**

- Describe presentations you have made at conferences/conventions and publications you have written related to career development or education/training
- Describe materials (client, program, training materials, journal articles) you have developed

**VI. COMMITMENT**

- Describe how you intend to use the training from the CDF Instructor Workshop.