

### Staff Application Form

The World Youth Alliance is looking for leaders with a strong desire to protect and promote human dignity while possessing excellent professional skills that can help manage the region and represent the organization globally. Successful staff has been known to be proactive, self-driven, creative, results-driven, and humble individuals with the constant willingness to learn; if you possess these qualities and are looking to make a difference, you are invited to apply to join the World Youth Alliance staff team.

**You are expected to have read the Job Description for this position** and to compile the following requirements in addition to this application form:

1. 1-page cover letter addressed to the WYA President
2. Curriculum Vitae or Resumé with a (1x1) ID picture taken within the last 6 months
3. Two (2) signed recommendation letters, preferably from professional references. Letters should be addressed to the WYA President
4. Personal Essay

	LAST NAME	FIRST NAME
MS/MR		

PERSONAL INFORMATION		
E-mail Address		Sex
Birthday (Month/Day/Year)		Age
Current address		
Country of residence		Nationality
Languages spoken		
Religious affiliation (if any)		
Mobile number		
Skills and talents		
Hobbies and interests		
Present occupation & work title		
Current employer/company		
Years/months employed		

EDUCATIONAL BACKGROUND			
	Institution	Years attended	Degree / Focus
<b>Secondary</b>			
<b>Tertiary</b>			
<b>Others</b>			

PROFESSIONAL SKILLS (please rate/tick your skill level for each item below)					
0 : None / poor	3 : Basic / average	5 : Advanced	0	3	5
Public Speaking					
Interpersonal communication					
Critical thinking					
Event management					
Project management					
Time management					
Fundraising					
Advocacy research and writing					
Essay writing					
Photography					
Graphic design					
Social Media marketing (Google Ads, Facebook Ads)					
Video production					
Other professional skills you possess:					
Awards won/ certification & scholarships received					

WYA INVOLVEMENT	
Tick the box before the statement that applies to you.	
<input type="checkbox"/>	I am a Certified WYA Member.
<input type="checkbox"/>	I have participated in WYA events, such as—

<b>How did you FIRST encounter WYA?</b>	
	Through a friend/family member /
	Through my school/organization /
	I attended a WYA talk in /
	I visited a WYA Booth at /
	I saw a post about WYA on Facebook.
	I saw a post about WYA on Instagram/Twitter.
	I saw an advertisement outside Facebook.
	I searched for youth opportunities/organizations on Google.
	Other:

<b>How did you learn about the vacancy?</b>	
	Through a friend/family member (specify: _____ )
	I received an e-mail from WYA.
	I saw a post on Facebook.
	I saw a post on Instagram/Twitter.
	I visited the WYA website.
	I searched for career opportunities on Google.
	Other:

<b>PROFESSIONAL REFERENCES</b>			
<b>Reference 1</b>			
Name		E-Mail Address	
Position/Job Title		Contact Number	
Institution/Company			
<b>Reference 2</b>			
Name		E-Mail Address	
Position/Job Title		Contact Number	
Institution/Company			
<b>Reference 3</b>			
Name		E-Mail Address	
Position/Job Title		Contact Number	
Institution/Company			

**Answer the questions below. Limit your answers to the space provided.**

Do you have a personal advocacy that you actively promote and live out? Tell us about that and what you have done or are actively doing to support this cause.

Why do you want to take on this position? What is your long-term career goal?

List your three most effective professional strengths (soft/hard skills) based entirely on feedback you have received from your professional contacts. Relate these to the position you are applying for.

Describe a relevant experience that demonstrates each professional strength you mentioned above.

In your own words, explain the key ideas in Chapter 6 (History of Ideas) of the WYA Certified Training Program.

## PERSONAL ESSAY

**Write an essay about your vision for the WYA Southeast Europe sub-region.  
Make sure it answers the following:**

1. What do you intend to achieve before your term as SEE Director ends?
2. Assuming you were appointed the position, describe the achievements of/changes in WYA SEE by the end of your term (after 3 years).
3. What organizational problem or gap do you want to address and how do you intend to address it?

### Format

- 1-2 pages only
  - Normal margins
  - Font: Arial
  - Font size: 11
  - Paragraph Line spacing: Exactly > at 15pts
  - Include an essay title.
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### Deadline and Application Instructions

1. Save your completed form in PDF format with the file name:  
*WYAE SEE Director Application\_<LAST NAME>*
2. Submit your complete application requirements (PDF) as attachments via e-mail to [careers@wya.net](mailto:careers@wya.net) with the subject line: *WYAE SEE Director APPLICATION\_<LAST NAME>*

**Application deadline: October 25, 2020, 12 midnight Eastern Time**

Shortlisted applicants will be invited for interviews.

By ticking the dot below, you certify that you have read and understood the Job Description for the role you are applying for and certify that the above information indicated in this form is true and correct to the best of your knowledge. You authorize World Youth Alliance to use and process the information that you have provided in this document for any lawful purposes and according to their data privacy policy ([www.wya.net/privacypolicy](http://www.wya.net/privacypolicy)).

**I hereby certify.**