**2023 APPLICATION FORM**

As we review applications from qualified candidates, the Cleveland Council on World Affairs (CCWA) is interested in candidates’ answers to the questions listed below.

Candidates are under no obligation to answer these questions in order to apply. However, CCWA reserves the right to make decisions about which candidates to invite to an interview based on truthful answers to the questions below.

1. Are you a U.S. citizen and/or are you legally authorized to work in the United States as a Green Card holder?
2. Are you currently living in the Cleveland area? If not, when will you be living in the Cleveland area?
3. Are you willing to work in-person in an office on a regular basis and participate in in-person meetings?
4. Are you willing to work occasional evenings and/or early morning events?
5. How many years of work experience do you have?
6. How much experience do you have with Microsoft Office applications, specifically Outlook, Word, Excel, PowerPoint and Publisher?
7. Will you agree to a background check as a pre-requisite for employment with CCWA?

Please provide two professional references that CCWA may contact to verify your employment background and ask for a character reference:

1. [Name, title, organization, email address]

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1. [Name, title, organization, email address]

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