

CDF Instructor Application Format

Do not write or type on this page. Use this format to prepare your application. **Applications must be received 3 weeks prior to the training date.** Although additional pertinent materials may be attached, key information listed below must be summarized in the application. **Please note: A resume is not an acceptable substitution for the application below, but you are encouraged to submit as additional evidence. You must follow this format and if a section does not apply please list the section and put N/A.** A resume is a good supporting document. Act as if you are applying for employment. Presentation counts!

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 3 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. This should be a specific plan with more than 2-3 sentences. I am looking for 2-3 paragraphs of how you intend to use this training for your own professional development or training other potential CDFs.

Please email completed applications to Mark Danaher at hsbtraining@gmail.com