



# ELI APPLICATION FOR EMPLOYMENT

## APPLICANT CONTACT INFORMATION

\* Required Field

\*Name: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City/State/Zip: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Email: \_\_\_\_\_

\*Position Applying For: \_\_\_\_\_ \*Position # (if one provided in ELI announcement): \_\_\_\_\_

\*Application Date: \_\_\_\_\_ \*Date available to start: \_\_\_\_\_

\*For purposes of compliance with the Immigration Reform and Control Act, are you legally eligible for employment in the United States?  Yes  No

*Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further you will be required to provide documentation to that effect should you be employed.*

\*I certify that I am not a person listed on one of the terrorist related lists maintained by the U.S. Government which currently include the US Department of Treasury Office of Foreign Assets Control Specially Designated Nationals List, Department of Justice Terrorist Exclusion List, and List annexed to EO 13224.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Have you ever been convicted of a crime?  Yes  No

*If yes, list each jurisdiction and dates of conviction(s) and release if incarcerated.*

\* Have you ever served in the military?  Yes  No

If yes, are you a qualified veteran?  Yes  No

## CURRENT EMPLOYMENT (OR MOST RECENT EMPLOYMENT)

\*Dates of employment: \_\_\_\_\_ \*Job Title: \_\_\_\_\_

\*Organization: \_\_\_\_\_

\*Organization Address: \_\_\_\_\_

\*City/State/Zip: \_\_\_\_\_

\*Phone: \_\_\_\_\_ Website: \_\_\_\_\_

\*Supervisor Name: \_\_\_\_\_

## PROFESSIONAL CERTIFICATIONS

List all that apply (for example, admission to bar, professional engineering certification, paralegal certification, etc.)

Type of Certification	Date Issued	Certifying Body
_____	_____	_____
_____	_____	_____
_____	_____	_____

## EDUCATION

### High School

\*Completed:     Yes (If yes, complete all fields in section below)     No

Name of school: \_\_\_\_\_ City/State: \_\_\_\_\_

# of years completed: \_\_\_\_\_ Attendance Dates: \_\_\_\_\_

Major/Degree: \_\_\_\_\_

### College

\*Completed:     Yes (If yes, complete all fields in section below)     No

Name of school: \_\_\_\_\_ City/State: \_\_\_\_\_

# of years completed: \_\_\_\_\_ Attendance Dates: \_\_\_\_\_

Major/Degree: \_\_\_\_\_

### Business/Technical School

\*Completed:     Yes (If yes, complete all fields in section below)     No

Name of school: \_\_\_\_\_ City/State: \_\_\_\_\_

# of years completed: \_\_\_\_\_ Attendance Dates: \_\_\_\_\_

Major/Degree: \_\_\_\_\_

### Professional/Graduate School (use as many as apply)

\*Completed:     Yes (If yes, complete all fields in section below)     No

1. Name of school: \_\_\_\_\_ City/State: \_\_\_\_\_

# of years completed: \_\_\_\_\_ Attendance Dates: \_\_\_\_\_

Major/Degree: \_\_\_\_\_

2. Name of school: \_\_\_\_\_ City/State: \_\_\_\_\_

# of years completed: \_\_\_\_\_ Attendance Dates: \_\_\_\_\_

Major/Degree: \_\_\_\_\_

3. Name of school: \_\_\_\_\_ City/State: \_\_\_\_\_

# of years completed: \_\_\_\_\_ Attendance Dates: \_\_\_\_\_

Major/Degree: \_\_\_\_\_

**\* CERTIFICATION**

I certify that I have given true, accurate, and complete information on this application to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and/or legal action. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: If submitting electronically, use the following format for providing electronic signatures:**

/s/ FirstName M.I. LastName

(example: /s/ John J. Doe)

***Thank you for completing this application form  
and for your interest in the Environmental Law Institute.***

**ELI Office Use Only:**

Date Received: \_\_\_\_\_

Voluntary Information Received:  Yes  No

Application Complete:  Letter  Resume  Application  Fits min. eligibility

Job Announcement #: \_\_\_\_\_

## **VOLUNTARY INFORMATION**

This information is requested to help the Environmental Law Institute comply with EEO/AA requirements, but your response is not mandatory. Your privacy will be respected and the information used for aggregate reporting purposes only. ELI shall not discriminate against an individual on the basis of race, color, ancestry, religion or creed, national origin, citizenship, age, sex, physical or mental disability, marital or parental status, sexual orientation, political affiliation or ideology, labor organization membership, or status as a special disabled, Vietnam Era or other eligible veteran.

The Environmental Law Institute is strongly committed to providing equal employment opportunity and to achieving an inclusive, diverse workplace that values every individual.

### **Racial/ethnic group\* with which you identify:**

Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino)

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino)

A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)

A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino)

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino)

A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino)

All persons who identify with more than one of the above five races.

\* Race and ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins.

### **Gender:**

Female       Male

**Date of Birth:** \_\_\_/\_\_\_/\_\_\_\_\_

### **Veteran Status:**

I have served honorably in the Armed Forces of the U.S. on active duty for reasons other than training.

I wish to declare a service-connected disability.

I am a member of the military Reserves (If yes, please list branch/rank): \_\_\_\_\_

Please give the dates of your qualifying active military service:

Entered: \_\_\_\_\_ Separated: \_\_\_\_\_

Branch: \_\_\_\_\_ Rank: \_\_\_\_\_

### **Disability:**

ELI is a Government contractor subject to section 503 of the Rehabilitation Act of 1973, as amended, which requires Government contractors to take affirmative action *to employ and advance in employment qualified individuals with disabilities.*

I wish to report a disability and would like to be considered under the affirmative action program.

I am not disabled or prefer not to report a disability.

**How did you hear about this employment opportunity?** \_\_\_\_\_

## **APPLICATION CHECKLIST**

**Please note that to be considered as an applicant you must complete all of the following:**

\_\_\_ Submit a letter in writing that references a specific ELI employment announcement and indicates your interest in being considered for the position. Other information can be provided in the response letter.

\_\_\_ Provide a résumé that cites prior work experience, academic degrees and credentials and other qualifications relevant to the announced position. This step may be deemed to be unfulfilled if you do not account for gaps in dates of employment and schooling when asked by ELI to provide such data.

\_\_\_ Complete and mail this ELI Application for Employment form to the address below or email to [opportunities@eli.org](mailto:opportunities@eli.org):

Human Resources  
Environmental Law Institute  
2000 L Street NW, Suite 620  
Washington DC 20036

**Please note that each ELI job opportunity has specific requirements and many require writing samples, academic transcripts, and/or a list of references. Please refer to the specific online job posting for all the necessary application materials.**