

NCCPT CB Item Writing Handbook



CERTIFICATION BOARD

Address: 3481 Old Conejo Road, #102
Newbury Park, CA 91320
Phone: (800) 778-6060
Fax: (800) 915-5545
Email: info@nccpt.com

NCCPT CB offers equal opportunities to all applicants. It is committed to equitable and fair selection procedures, without regard to race, sex, age, color, religion, disability, national origin, ancestry, marital or familial status, sexual orientation, or any other category protected by federal law or other applicable laws and regulations. No question on this application is intended to secure information to be used for any discriminatory purpose. Your application will be given every consideration but its completion does not imply that you will be appointed by NCCPT CB.

Position(s)/Workgroup(s) you are interested in:

Are you a NCCPT CB Certified Personal Trainer (CPT) yes no

Contact Information

Name: _____

Street Address: _____

City/State/Zip Code: _____

Telephone: Home _____ Work _____ Cell _____

General Information

Are you a U.S. citizen or legal alien? yes no

Do you speak any languages other than English? yes no If yes, please list below:

Other languages: _____

Have you volunteered for any other organization? yes no If yes, please list below:

Other organizations: _____

What is your special skills or areas of interest?

Communications Education Finance Marketing Translations Testing/Examinations

Meeting Planning Regulation Policy Development Other - please list below

Other skills/interests: _____

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Professional Licensure, Memberships and Achievements	
Licenses:	
Certifications:	
Memberships:	
Achievements/Honors/Awards/Publications:	
References	
Please list two professional references	
Name _____	Name _____
Occupation _____	Occupation _____
Address _____	Address _____
Phone _____	Phone _____
Email _____	Email _____
Please list two personal references	
Name _____	Name _____
Occupation _____	Occupation _____
Address _____	Address _____
Phone _____	Phone _____
Email _____	Email _____
Convictions	
Have you ever been convicted of a crime other than a minor traffic accident? <input type="checkbox"/> yes <input type="checkbox"/> no	
If yes, please explain: _____	

Note: A conviction will not automatically disqualify you for a volunteer position with NCCPT CB.	

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Personal Statement

Please provide a brief statement which includes why you are interested in volunteering for NCCPT CB

Additional Information

Please provide below any other information you feel is important for us to consider regarding your qualifications for the specific position(s) for which you are applying.

Application Submission and Attachment

You may submit your information via fax, mail or email (with a scanned signature). Your application should include your resume and any information you were not able to complete within the space of this form.

Applicant's Certification and Release

I hereby certify that all the information and facts that I provided on this application or any other document submitted in connection with my application are true and correct. I hereby release NCCPT CB from any and all liability of whatever kind and nature that, at any time, could result from its verification of the information given by me on this application and any decision made by NCCPT CB on the basis of such information. I understand that if NCCPT CB appoints me to a volunteer position and I accept, I will fully adhere to the policies, rules, and regulations of NCCPT CB.

Signature _____ Date _____