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INSTRUCTIONS FOR COMPLETING THE YSOP FELLOWS APPLICATION

If you decide to apply to become a YSOP Fellow, please send an e-mail to jsommerfield@ysop.org to advise us to expect your application.

Please e-mail your application to: jsommerfield@ysop.org.

E-mail is the preferred method of sending an application. Please e-mail the completed application as a **single** Microsoft Word attachment. Do not send parts of the application in separate attachments.

Note: If you e-mail your application, you **must** also mail a signed copy of the *Certification* to YSOP and also fax or mail a signed copy of the background check authorization form.

Or send all application materials to:

YSOP Fellows Program, YSOP, 15 Rutherford Place, New York, NY 10003

You can easily copy this application to answer the questions. A completed application consists of:

- A completed application form, including essay questions.
- Personal references from two people who have supervised you as an employee or volunteer, a professor who knows you well, or an advisor. We will not accept references from family members or close friends. It is your responsibility to see that references are mailed to YSOP or given to you to mail to YSOP.
- A signed copy of the YSOP background check authorization form.

As a part of the application process you will be required to have an interview, either in person or via telephone. When we receive your completed application, a YSOP staff member will contact you to arrange the date and time for your interview.

Your appointment as a YSOP Fellow is conditional upon the completion of a background investigation satisfactory to YSOP. By signing our background check authorization form you give YSOP the right to investigate all references and to secure additional information about you, if job related. You also release YSOP and its representatives from liability for seeking such information and all other persons, corporations or organizations for furnishing such information.

Finally, if you have any questions about the application or about YSOP, please call Jean Sommerfield, YSOP's Associate Executive Director, at 212.598.0973 x105 or send an e-mail to jsommerfield@ysop.org.

Thank you for applying to YSOP!