



Illinois Education Association - NEA

# Employment Application

Please complete and return with supporting documents to the IEA Human Resource Department.

Illinois Education Association-NEA  
100 East Edwards Street  
Springfield, IL 62704-1999  
(217) 544-0706 • Fax: (217) 544-7383

## **Equal Employment**

The Illinois Education Association-NEA does not discriminate in hiring or employment on the basis of race, color, religion, national origin, sex, pregnancy, age, ancestry, disability, marital status, sexual orientation, veteran status, or other status protected by applicable federal, state or local law.

# Staff Employment Application

Name (Last)		(First)	(Middle)		
Home Address		City	State	Zip Code	
How long at present address?		Home Phone Number <small>Include Area Code</small>			
Cell Phone Number <small>Include Area Code</small>		Email Address			
Position applied for		Date Available			
Will you relocate?	Yes	No	Geographical preference of position		
How did you come in contact with the IEA-NEA?					
Have you ever worked for or applied for a position with the IEA-NEA? <i>(If YES give detail below. If you need more space, please give detail in "Additional Information")</i>					
				Yes	No

## Education

Institution's Name and Address	Dates of Enrollment		Major Field of Study	Graduation Information	
	From (MM/YR)	To (MM/YR)		Did you graduate?	
High School				Yes	No
				When (MM/YR)	
College or University				Yes	No
				When (MM/YR)	
Graduate Study				Yes	No
				When (MM/YR)	
Other				Yes	No
				When (MM/YR)	
To what professional and business organizations do you belong? (Exclude all information which relates to age, sex, race, religion, color, national origin, citizenship, marital status, veteran status, sexual orientation, ancestry, and disability).					
Special skills, languages, hobbies, interests					

## U.S. Military Experience

Service Branch	Dates of Active Duty	Final Rank <i>(include final rank at discharge but not type of discharge.)</i>	Duties Performed	Selective Service Classification

## Employment Record

**The Association may contact the employers listed on this application.**

In order to determine proper placement on the salary schedule, all relevant experience must be included with this employment application. List your most recent position first.

Employer's Name, Complete Address & Phone	Dates Employed		Position Title
	From (MM/YR)	To (MM/YR)	
	Full Time	Part Time	Name & Title of Supervisor
	Salary		Reason for Leaving
	Start	Final	

Summarize your most important duties and responsibilities. Cite significant accomplishments.

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Employer's Name, Complete Address & Phone	Dates Employed		Position Title
	From (MM/YR)	To (MM/YR)	
	Full Time	Part Time	Name & Title of Supervisor
	Salary		Reason for Leaving
	Start	Final	

Summarize your most important duties and responsibilities. Cite significant accomplishments.

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Employer's Name, Complete Address & Phone	Dates Employed		Position Title
	From (MM/YR)	To (MM/YR)	
	Full Time	Part Time	Name & Title of Supervisor
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Summarize your most important duties and responsibilities. Cite significant accomplishments.

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Employer's Name, Complete Address & Phone	Dates Employed		Position Title
	From (MM/YR)	To (MM/YR)	
	Full Time	Part Time	Name & Title of Supervisor
	Salary		Reason for Leaving
Start	Final		
Summarize your most important duties and responsibilities. Cite significant accomplishments.			

*If you have had more than four employers, list them under "Additional Information From Preceding Pages."*

### References

List three business or professional references. References should be familiar with, and able to comment on your work.

Name	Address	Telephone No.	Occupation	Years Known

### Additional Information From Preceding Pages

*Additional Information Continued*

### **Applicant's Authorization**

I authorize the Illinois Education Association-NEA to make such investigation as it deems appropriate and authorize any person, educational institution, employer and entity to provide the Association with any information that may be requested by the Association to arrive at an employment decision. I release all parties communicating this information, as well as the Illinois Education Association-NEA from any liability or damage caused by the communication of such information.

I certify that all of the information submitted by me on this application is true and correct. I understand that any false information, omission, or misrepresentation of fact contained in this application (or in the resume I have submitted to the Illinois Education Association-NEA) will be cause for the denial of my application, or, if I am employed, discharge at any time.

I certify that I have read and understood the foregoing paragraphs.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***If submitted electronically, a copy with applicant's original signature must follow via US mail.***

*This section must be completed for all professional and management positions.*

## **Training & Experience**

Please describe briefly your training and/or experience in the following areas.

Negotiations and/or Bargaining

Grievance Processing (individual and/or class grievances)

Arbitration

Leadership Development

School Finance

Organizing Associations or Units

Community Organizing

Public Relations

Educational Issues

Political Action

**Additional Training & Experience**