

|  |  |  |
| --- | --- | --- |
|  |  | [ ] Active Member[ ] Associate Staff[ ] Admin. Assist.[ ] Paraprofessional |

**ILLINOIS EDUCATION ASSOCIATION-NEA**

**100 East Edwards Street**

**Springfield, IL 62704-1999**

**APPLICATION FOR 2022-2023 UNISERV INTERN PROGRAM:**

**INSTRUCTIONS:** Please complete this application, answering all questions to the best of your ability. ***Handwritten applications are not accepted***. An electronic form of the application is available at [**http://www.ieanea.org/about/employment/**](http://www.ieanea.org/about/employment/)

**PERSONAL INFORMATION**:

|  |  |
| --- | --- |
| Name       | Date       |
| Street Address       |
| City       | State       | ZIP       |
| Local Association       | Region       |
| Please check preferred phone number: |
| [ ] Home Phone       | [ ]  Cell Phone      | [ ] Alternate Phone       |
| Personal Email Address (Non-employment related email address only):       |

|  |
| --- |
| How did you learn of the UniServ Intern Program? Explain: |

**AFFIRMATIVE ACTION:** IEA is committed to anti-racism, diversity, inclusion, equity, and fairness in hiring. We would appreciate you providing the following information. This is ***voluntary*** and will remain confidential:

|  |  |
| --- | --- |
| **Sex:**  [ ] Male [ ] Female | **Are there any physical conditions you would like to disclose?**  [ ] Yes [ ] No |
| **Gender Identity:** |
| **Sexual Orientation:** |
| **Preferred Pronoun(s):** |
| **Ethnic origin:**  | **If yes, please** **explain:** |

**EXPERIENCE:**

In each of the areas below, describe your specific experiences and accomplishments. These may relate to development of programs, actions you have initiated, and any other ***relevant*** tasks you have performed (inside or outside the association).

**Organizing**

|  |
| --- |
| Membership recruitment, retention, and engagement:      |
| Political action/lobbying:      |
| Community-based engagement:      |
| Crisis, issue, etc.:      |

**Group Dynamics**

|  |
| --- |
| Development/delivery of training programs:      |
| Organizational change processes (long range planning, strategic planning, etc):      |
| Facilitation (difficult conversations, communication styles, reaching consensus, group process, team building):      |

**Equity & Social Justice**

|  |
| --- |
| Working with diverse groups of people, reaching consensus, group processing, team building:      |
| Participation in Social Justice reform or actions:      |

**Advocacy**

|  |
| --- |
| Contract enforcement, dispute resolution, grievances/arbitration:      |
| Negotiations:      |

**Education Quality**

|  |
| --- |
| Leadership involvement at schools/worksites:      |
| Current education issues:      |

**Communication/Technology**

|  |
| --- |
| Oral:      |
| Written:      |
| Use of technology:      |

**Positions Held in Local Association and/or Other Unions**

|  |
| --- |
|       |
|       |
|       |

**Additional Work Experience and Other Activities Outside of Union Work**

|  |
| --- |
|       |
|       |

**REASONS FOR APPLYING**

|  |
| --- |
| Please state as clearly and concisely as possible your interest in this internship and UniServ work:      |
| Please explain your understanding of what UniServ work entails:      |

|  |
| --- |
| **EMPLOYMENT**  |
| List **all** previous work experience which may be ***relevant***. List your most recent position first: **** |
| Employer:            | Dates Employed | Position Title      |
| From      | To      |
| Summarize your most important duties and responsibilities. Cite significant accomplishments.      |

|  |  |  |
| --- | --- | --- |
| Employer:       | Dates Employed | Position Title      |
| From      | To      |
| Summarize your most important duties and responsibilities. Cite significant accomplishments.      |

|  |  |  |
| --- | --- | --- |
| Employer:       | Dates Employed | Position Title      |
| From      | To      |
| Summarize your most important duties and responsibilities. Cite significant accomplishments.      |

|  |
| --- |
| **EDUCATION**  |
| **Institution’s Name and Address** |
| High School:            | Dates of Enrollment | Did you graduate?      |
| From      | To      |
| Major Field of Study:      |

|  |  |  |
| --- | --- | --- |
| College or University:       | Dates of Enrollment | Did you graduate?      |
| From      | To      |
| Major Field of Study:      |

|  |  |  |
| --- | --- | --- |
| Graduate Study:       | Dates of Enrollment | Did you graduate?      |
| From      | To      |
| Major Field of Study:      |

**Please mail or email no later than April 14, 2022 to:**

**Holly Survance**

**Administrative Assistant**

**Illinois Education Association-NEA**

**530 E. 22nd Street**

**Building D**

**Lombard, IL 60148**

**or you can email to:**

**Holly.Survance@ieanea.org**

**Please note that handwritten applications are not accepted. An electronic version of this application is available at:**

[**http://www.ieanea.org/inside-iea/employment/**](http://www.ieanea.org/inside-iea/employment/)

**The committee will only consider for interview those individuals who have submitted complete applications. It is the *applicant’s responsibility* to make sure all required documents are received by the application deadline of April 14, 2022.**

**The following checklist is provided to help you ensure that your application is complete:**

 **Letters of recommendation *[1(a) and 1(b) are required]:***

**[ ]  1 (a) Your current UniServ Director (if you are a current IEA employee, then your immediate supervisor; if your current UniServ Director is a temporary employee or has been in the UniServ Director position for less than a year, please contact Holly Survance.)**

 **[ ]  1 (b) Current Local President, Current Region Council Chair, or colleague**

 **[ ]  1 (c) Any other appropriate individuals (optional)**

 **[ ]  Typed application**

**[ ]  Completed self-assessment, which is available at:**

<https://site.ieanea.org/survey/TakeSurvey.aspx?SurveyID=941L3m7M>

**Please sign or type your name to indicate that the application is complete.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signature:** |  |  | **Date:** |  |