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|  |  | 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): | | | |

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| 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**

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

**Group Dynamics**

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| 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**

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

**Advocacy**

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

**Education Quality**

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

**Communication/Technology**

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

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

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

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**REASONS FOR APPLYING**

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| 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: |

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| **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. | | | |

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| --- | --- | --- | --- |
| 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. | | | |

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

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

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| --- | --- | --- | --- |
| 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**](mailto: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:** |  |