



**ILLINOIS  
EDUCATION  
ASSOCIATION**

100 East Edwards Street  
Springfield, IL 62704-1999

- Active Member
- Associate Staff
- Admin. Assistant
- Paraprofessional

## UNISERV INTERN PROGRAM APPLICATION:

**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 [ieanea.org/about/employment](http://ieanea.org/about/employment)

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Local Organization \_\_\_\_\_ Region \_\_\_\_\_

Phone Number \_\_\_\_\_

Personal Email \_\_\_\_\_

**How did you learn of the UniServ Intern Program?**

**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

Gender Identity \_\_\_\_\_

Sexual Orientation \_\_\_\_\_

Preferred Pronoun(s) \_\_\_\_\_

Ethnic Origin \_\_\_\_\_

Are there any physical conditions you would like to disclose?  Yes  No

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 & 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 \_\_\_\_\_ Position Title \_\_\_\_\_

Dates Employed From \_\_\_\_\_ To \_\_\_\_\_

Summarize your most important duties and responsibilities. Cite significant accomplishments

Employer \_\_\_\_\_ Position Title \_\_\_\_\_

Dates Employed From \_\_\_\_\_ To \_\_\_\_\_

Summarize your most important duties and responsibilities. Cite significant accomplishments

**Employer** \_\_\_\_\_ **Position Title** \_\_\_\_\_

**Dates Employed**    **From** \_\_\_\_\_ **To** \_\_\_\_\_

Summarize your most important duties and responsibilities. Cite significant accomplishments

**EDUCATION:** Institution's Name and Address

**High School** \_\_\_\_\_ **Did you graduate?** \_\_\_\_\_

**Dates Enrolled**    **From** \_\_\_\_\_ **To** \_\_\_\_\_

**College or University** \_\_\_\_\_ **Did you graduate?** \_\_\_\_\_

**Dates Enrolled**    **From** \_\_\_\_\_ **To** \_\_\_\_\_

**Major Field of Study** \_\_\_\_\_

**Graduate Study** \_\_\_\_\_ **Did you graduate?** \_\_\_\_\_

**Dates Enrolled**    **From** \_\_\_\_\_ **To** \_\_\_\_\_

**Major Field of Study** \_\_\_\_\_

**Please mail or email no later than April 3, 2024 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: [ieanea.org/inside-iea/employment](http://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 3, 2024**.

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

***Letters of recommendation A. and B. are required:***

- 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.)
- B.** Current Local President, Current Region Council Chair, or colleague
- 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** \_\_\_\_\_