**Missouri NEA**

1810 East Elm Street, Jefferson City, MO 65101 ⚫ 1-800-392-0236

**APPLICATION FORM – PROFESSIONAL OR ASSOCIATE STAFF POSITION**

(You are not required to furnish any information which is prohibited by federal, state, or local law.)

(Candidates selected for interviews may be subject to background checks.)

|  |  |  |
| --- | --- | --- |
| Last Name   | First Name      | Middle Name      |
| Home Address      | City      | State      | Zip      | Home Phone      |
| Email Address      | Cell Phone      |

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| Position for which you are applying      |

SECTION I, II & III ARE INTENDED TO SUPPLEMENT THE INFORMATION PROVIDED BY YOUR RESUME. IF INFORMATION REQUESTED BELOW IS ALREADY INCLUDED IN YOUR RESUME, SIMPLY INDICATE “*SEE RESUME*” IN SPACE PROVIDED.

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| **I.** | **Employment Experience (Please start with your present/most recent position.)** |
| **A.** | Employer      | Address      |
|  | City      | State      | Zip Code      | Area Code      | Telephone No.       |
|  | Kind of Business      | Employed from to            |
|  | Title      | Compensation      |
|  | Nature of Work      |
|  | Name and Title of Supervisor      |
|  | Reasons for Leaving or Desiring to Change      |

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| **B.** | Employer      | Address      |
|  | City      | State      | Zip Code      | Area Code      | Telephone No.       |
|  | Kind of Business      | Employed from to            |
|  | Title      | Compensation      |
|  | Nature of Work      |
|  | Name and Title of Supervisor      |
|  | Reasons for Leaving or Desiring to Change      |

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| **C.** | Employer      | Address      |
|  | City      | State      | Zip Code      | Area Code      | Telephone No.       |
|  | Kind of Business      | Employed from to            |
|  | Title      | Compensation      |
|  | Nature of Work      |
|  | Name and Title of Supervisor      |
|  | Reasons for Leaving or Desiring to Change      |

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|  **II. Education** |
|  | **Highest Level of Education Completed:** |  |
|  | **High School:**  |       | **Location** |       |
|  | **College/Graduate School:** |
|  | Name/Location | From | To | Degree | Major |
|  |  |  |  |       |       |
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|  **III. Activities** |
|  | Membership in professional or job-related organizations (you may exclude racial, religious and nationality groups):      |
|  | List hobbies and extracurricular activities you enjoy.      |
|  | Publications, professional licenses or special honors or awards:      |
|  | What qualifications, abilities, and strong points will help you succeed in this job?      |
|  |  |
|  **IV. Miscellaneous** |
|  | Have you ever been convicted of a misdemeanor or a felony? (Do not include arrests or criminal charges not resulting in a conviction.) |
|  | If so, please describe in detail the charge(s) and the incident(s) upon which the conviction was based:      |
|  | Do you currently have a valid state driver’s license and automobile insurance?# Yes # No |
|  | OPTIONAL:Please indicate your ethnicity/race:      Please indicate your gender:       |
|  | How did you find out about this opening?      |

**Missouri NEA is an Equal Opportunity Employer**