**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 |

|  |
| --- |
| 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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**