**Maryland State Education Association**

**Human Resources**

**140 Main Street**

**Annapolis, Maryland 21401**

**www.marylandeducators.org/careers-msea**



##### EMPLOYMENT APPLICATION

MSEA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES ALL PERSONS INCLUDING MINORITIES, WOMEN, AND INDIVIDUALS WITH DISABILITIES TO APPLY.

**Maryland State Education Association**

**Employment Application**

|  |  |  |  |
| --- | --- | --- | --- |
| Position Title |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | First       Middle      Last | | | | | | | | | | | | |
| Address | |  | | | | | | | Home Telephone Number | | | |  |
| City, State, Zip | | |  | | | | | | Office Telephone Number | | | |  |
| E-mail Address | | | |  | | | | | Cell Number: | | |  | |
| If you are known to schools or references by another name, please give name | | | | | | | | | | | |  | |
| When are you available to start? | | | | |  | | | | | | | | |
| Have you ever worked for the MSEA? | | | | | |  | | | | If so, when? |  | | |
| How did you learn about this vacancy? | | | | | | |  | | | | | | |
| Are you legally eligible to work in the U.S.? | | | | | | | |  | | | | | |
| *(Verification will be required upon hire)* | | | | | | | |  | | | | | |

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name & Location | Major Field of Study | Specify Diploma, Degree, or Certificate received |
| High School |  |  |  |
| Certified Technical/ Occupation Specific Training |  |  |  |
| College or University |  |  |  |
| Post Graduate Study |  |  |  |
| Other (including military) |  |  |  |

*\*NOTE: An official transcript of the highest degree conferred may be required, if selected.*

**ADDITIONAL DATA:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| If appropriate to the position for which you are applying, please complete the following: | | | | | | | | | | |  |
| Operating Systems | | |  | | | | | | | | |
| Application Systems | | | |  | | | | | | | |
| Networks |  | | | | | | | | | | |
| Software used | |  | | | | | | | | | |
| Other equipment operated *(if applicable)* | | | | | | |  | | | | |
| Typing/Keyboard speed | | | | |  | words per minute | | Note taking speed |  | words per minute | | |

Please explain your experiences and skills which directly relate to and qualify you for this position. List honors, hobbies and organizational memberships, which you feel would enhance your application. Use additional sheets, if needed.

|  |
| --- |
|  |

***COMPLETE ALL SECTIONS, EVEN IF ATTACHING A RÉSUMÉ.***

**EXPERIENCE: (Begin with most recent position.)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | | | Dates of Employment From:       To: | | Salary Start: |
| Street City & State Zip | | | Job Title | | Current: or Final: |
| Name and Title of Supervisor | | | | Telephone Number | |
| Reason for Leaving | |  | | | |
| Duties |  | | | | |
| MAY WE CONTACT FOR REFERENCE?  YES  NO | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | | | Dates of Employment From:       To: | | Salary Start: |
| Street City & State Zip | | | Job Title | | Current: or Final: |
| Name and Title of Supervisor | | | | Telephone Number | |
| Reason for Leaving | |  | | | |
| Duties |  | | | | |
| MAY WE CONTACT FOR REFERENCE?  YES  NO | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | | | Dates of Employment From:       To: | | Salary Start: |
| Street City & State Zip | | | Job Title | | Current: or Final: |
| Name and Title of Supervisor | | | | Telephone Number | |
| Reason for Leaving | |  | | | |
| Duties |  | | | | |
| MAY WE CONTACT FOR REFERENCE?  YES  NO | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | | | Dates of Employment From:       To: | | Salary Start: |
| Street City & State Zip | | | Job Title | | Current: or Final: |
| Name and Title of Supervisor | | | | Telephone Number | |
| Reason for Leaving | |  | | | |
| Duties |  | | | | |
| MAY WE CONTACT FOR REFERENCE?  YES  NO | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | | | Dates of Employment From:       To: | | Salary Start: |
| Street City & State Zip | | | Job Title | | Current: or Final: |
| Name and Title of Supervisor | | | | Telephone Number | |
| Reason for Leaving | |  | | | |
| Duties |  | | | | |
| MAY WE CONTACT FOR REFERENCE?  YES  NO | | | | | |
| Employer | | | Dates of Employment From:       To: | | Salary Start: |
| Street City & State Zip | | | Job Title | | Current: or Final: |
| Name and Title of Supervisor | | | | Telephone Number | |
| Reason for Leaving | |  | | | |
| Duties |  | | | | |
| MAY WE CONTACT FOR REFERENCE?  YES  NO | | | | | |

(Use additional sheets if necessary)