South Dakota Education Association

Advocating New Directions for Public Education

Human Resources
411 E Capitol Ave.
Pierre, SD 57501
(605) 224-9263 ext 215
Fax (605) 224-5810

EMPLOYMENT APPLICATION

SDEA IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES ALL PERSONS INCLUDING MINORITIES, WOMEN, AND INDIVIDUALS WITH DISABILITIES TO APPLY.
South Dakota Education Association  
Employment Application

Position Title  

NOTE: All Information should be clearly printed or typewritten.

Name  

Address ___________________________  Home Telephone Number ________________  

City, State, Zip ___________________________  Office Telephone Number ________________  

Social Security Number ___________________________  E-mail Address ___________________________  

If you are known to schools or references by another name, please give name ___________________________  

When could you report for work? ___________________________  

Have you ever worked for the SDEA or NEA? 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

<table>
<thead>
<tr>
<th>Name &amp; Location</th>
<th>Dates Attended</th>
<th>Major Field of Study</th>
<th>Specify Diploma, Degree, or Certificate received</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
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<td></td>
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<tr>
<td>Certified Technical/ Occupation Specific Training</td>
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<tr>
<td>College or University</td>
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<tr>
<td>Post Graduate Study</td>
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<td></td>
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<tr>
<td>Other (including military)</td>
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</tbody>
</table>
**EXPERIENCE:** (Begin with most recent position.)

<table>
<thead>
<tr>
<th>Employer</th>
<th>Dates of Employment</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From:</td>
<td>Start:</td>
</tr>
<tr>
<td></td>
<td>To:</td>
<td>Current: or Final:</td>
</tr>
<tr>
<td>Street</td>
<td>City &amp; State</td>
<td>Zip</td>
</tr>
<tr>
<td></td>
<td>Job Title</td>
<td></td>
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<tr>
<td>Name and Title of Supervisor</td>
<td>Telephone Number</td>
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<tr>
<td>Reason for Leaving</td>
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<tr>
<td>Duties</td>
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</tbody>
</table>

**MAY WE CONTACT FOR REFERENCE?**  □ YES  □ NO

(Use additional sheets, if necessary)
READ THE INTRODUCTION CAREFULLY BEFORE COMPLETING THIS FORM.

To the Applicant:

The Civil Rights Acts of 1964 and 1991 and the Americans with Disabilities Act prohibit discrimination in employment because of race, color, religion, sex, national origin, or physical/mental disability. Federal law also prohibits discrimination on the basis of age with respect to certain individuals. In addition, the laws of most states prohibit some or all of the above types of discrimination, as well as others, e.g., discrimination based upon ancestry and marital status.

The information requested on this sheet will not be used in the hiring decision, and it will be kept separate from your employment application. Therefore, your voluntary assistance in completing the following information will be appreciated.

NAME: ____________________________________________

POSITION APPLIED FOR: ____________________________________________

DATE OF BIRTH: ____________ / __________ / __________

GENDER:  □ Female  □ Male  (Click on box)

INDIVIDUAL WITH A DISABILITY  □ Yes  □ No

DISABLED VETERAN  □ Yes  □ No

VIETNAM ERA VETERAN  □ Yes  □ No

RACE/ETHNIC CATEGORY:

□ American Indian / Alaska Native

□ Asian

□ Black

□ Caucasian (Not of Hispanic origin)

□ Hispanic

□ Native Hawaiian / Other Pacific Islander
ADDITIONAL DATA:

If appropriate to the position for which you are applying, please complete the following:

- Operating Systems (I.E. MS Professional 2000, MS XP)
- Application Systems (I.E. MS Word, Excel, Access)
- Networks (if applicable)
- Software used (I.E. MS Word, Excel, Access)
- Other equipment operated (if applicable)

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.

Have you ever been convicted as an adult of a crime, excluding minor traffic offenses?  □ Yes  □ No
If "yes," please explain: ________________________________________________________________

In the event I am hired by SDEA, I agree to inform SDEA if I am convicted of any crime except for minor traffic offenses.

The above information is accurate and complete to the best of my knowledge. I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between SDEA and myself, and that any willful falsification of this application may be grounds for dismissal if subsequently hired. I further understand that, if I accept an offer of employment, I am required to provide acceptable documentation of my identity and authorization to work in the United States as required by the Immigration Reform and Control Act.

_________________________________________  ___________________________
Signature                      Date