

**Associate UniServ Representative**

**Interest and Experience Questionnaire**

Candidate’s Instructions

Thank you for your interest in the Associate UniServ Representative (AUR) position at the Pennsylvania State Education Association (PSEA). Please help us understand your qualifications and experience by taking the time to complete and return the following document. On the final page, please identify individuals (along with their respective contact information) who are familiar with your knowledge, skills and abilities which align with this position. Please note, PSEA may contact these individuals to request information about your suitability for this AUR position or our UniServ position, in the event you become eligible to apply for that position.

Please indicate your interest in this position by submitting this completed questionnaire along with your résumé. Please send your materials to:

PSEA

ATTN: Human Resources

400 North 3rd Street

P.O. Box 1724

Harrisburg, PA 17105

OR

jobs@psea.org

**Candidate Information**

Name:

E-mail address:       Cell Phone Number:

**Region/Location of Interest**

This is not a binding choice; however, we would like to know your preference regarding office location:

 [ ]  Montgomeryville [ ]  Johnstown

 [ ]  Either Location

**Union Membership/Union Work**

 Name of Position/Union Affiliation:

Dates

**Association/Organization Memberships**

Name of Position/Association:

Dates

Name of Position/Association:

Dates

**Notable Accomplishments**

1

2

3

4      ***AUR INTEREST AND EXPERIENCE DETAILS***

1. Why are you interested in working for a labor union?
	*
2. Describe one experience that demonstrates your ability to advocate for a cause or issue important to you.
	*
3. Associate UniServ Representatives are called upon to makepresentations to our members (teachers, support personnel, local union leaders) as well as fellow staff. Describe one experience which demonstrates your ability to effectively present information to a large audience.
	*
4. AUR’s spend a significant amount of time conducting research in response to problems and unfamiliar issues within a labor and/or education context. Describe one experience showing your ability to conduct research. Be specific regarding the topic and your specific role in conducting the research.
	*
5. Tell us about a personal experience during which you moved a person or group of people to action. Be specific about your role and key steps you took.
	*
6. AUR’s become involved with serious and unique problems each day, directly impacting the lives of our members and their families. Describe an experience in which you had to respond to an urgent situation you had not previously faced.
	*
7. What does customer service mean to you? Tell us about your experiences dealing with customers.
	*
8. This position will observe and, at times participate in, matters involving significant conflict. Describe an experience where you were required to effectively manage a conflict.
	*

**References**

In the space below, please provide the name, title, address, and phone number of individuals with whom you have interacted extensively. Be sure to include any PSEA or NEA employees or leaders with whom you have worked in the past. Please identify individuals who are familiar with your work. PSEA may ask some of these individuals to provide recommendations for you. Provide the names of at least three different individuals.

Name:

Title:

Address:

Address:

Phone:

Name:

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