



ASSOCIATE UNISERV REPRESENTATIVE

LABOR 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) in our **West Chester, PA** office. At this point, we wish to learn more about your background and past experience.

Please help us understand your qualifications and experience by taking the time to complete and return the following document. This document allows you to provide information about past experiences relative to the AUR position and potentially a future UniServ Representative position.

Near the end of the Accomplishment Record, there is a sheet that provides you an opportunity to identify individuals who are familiar with your work. PSEA may contact some of these individuals to request recommendations for you. Please list the names, titles, and addresses of individuals who are familiar with your work.

To apply for this position, please complete this questionnaire and submit the completed document along with a resume to:

PSEA
ATTN: Human Resources
400 North 3rd Street
P.O. Box 1724
Harrisburg, PA 17105

OR

jobs@psea.org

Candidate Information

Name: _____

Personal e-mail address: _____

Cell Phone Number: _____

Union Membership

Name of Position/Association:
Dates

Association/Organization Memberships

Name of Position/Association:
Dates

Name of Position/Association:
Dates

Notable Accomplishments

1

2

3

4

AUR LABOR INTEREST AND EXPERIENCE DETAILS

1. Tell us about your interest in working for a Union.
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2. Describe an experience that you believe has prepared you to support a cause or issue that you feel is important.
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3. The incumbent in the Associate UniServ Representative position will be called upon to make presentations to our members (teachers, support personnel, local union leaders, fellow staff). Describe past experiences that will help you to be an effective presenter to large groups of people.
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4. This position will require you to spend a significant amount of time conducting research in response to problems and unfamiliar issues. These issues will be related to labor and/or education situations. Describe a past experience where you needed to conduct research. Be specific regarding the topic and your role in conducting the research.
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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.
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6. The job involves dealing with serious and unique problems each day. Describe an experience in which you responded to a crisis situation that you had not previously faced.
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7. What does customer service mean to you? Tell us about your experiences dealing with customers.
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8. This position will observe a great deal of conflict and will potentially engage in conflict situations. Describe an experience in which you effectively managed a conflict.
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References

In the space below, please provide the name, title, address, and phone number of individuals with whom you have interacted extensively in work situations. 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:

Title:

Address:

Address:

Phone:

Name:

Title:

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