

# COLORADO EDUCATION ASSOCIATION

1500 GRANT STREET  
DENVER, CO 80203  
303 837-1500 OR 1-800-332-5939

## APPLICATION FORM –EXECUTIVE ASSISTANT TO BOARD OF DIRECTORS

(You are not required to furnish any information which is prohibited by federal, state, or local law.)

**(Candidates selected for interviews will be subject to background checks.)**

Last Name	First	Middle			
Home Address	City	State	Zip	Area Code	Telephone No.
Business Address	City	State	Zip	Area Code	Telephone No.
Email Address				Cell Phone: Area Code	Telephone No.

Position for which you are applying	Earnings Expected \$
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### I. Employment Experience (Please start with your present position.)

**A.**

Firm	Address				
City	State	Zip Code	Area Code	Telephone No.	
Kind of Business	Employed from _____ to _____				
Title	Compensation				
Nature of Work					
Supervisory Responsibility	Name and Title of Supervisor				
Reasons for Leaving					

**B.**

Firm	Address				
City	State	Zip Code	Area Code	Telephone No.	
Kind of Business	Employed from _____ to _____				
Title	Compensation				
Nature of Work					
Supervisory Responsibility	Name and Title of Supervisor				
Reasons for Leaving					

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**CEA WILL CONSIDER ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, GENDER IDENTITY OR EXPRESSION, SEXUAL ORIENTATION, NATIONAL ORIGIN, GENETICS, DISABILITY, OR AGE**

C.	Firm		Address		
	City	State	Zip Code	Area Code	Telephone No.
	Kind of Business		Employed from _____ to _____		
	Title		Compensation		
	Nature of Work				
	Supervisory Responsibility		Name and Title of Supervisor		
	Reasons for Leaving				

**II. Education (mark highest completed with an "X")**

Elementary School	6	7	8	High School	1	2	3	4	College	1	2	3	4	5	6	7	8
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A. **High School:** Name \_\_\_\_\_ Location \_\_\_\_\_

B. **College/Graduate School:**

Name/Location	From	To	Degree	Major

**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, patents, inventions, professional licenses or special honors or awards:
What qualifications, abilities, and strong points will help you succeed in this job?

**IV. Miscellaneous**

A. 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 underlying incident(s) upon which the conviction was based:

B. OPTIONAL:  
 Please indicate your ethnicity/race:  
  
 Please indicate your gender:

C. How did you find out about this opening?

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