



800 Troy-Schenectady Road, Latham, NY 12110-2455  
518-213-6000 800-528-6208 FAX 518-213-6456

[www.nysut.org/elt](http://www.nysut.org/elt)

## SRP PROFESSIONAL DEVELOPMENT PROGRAM APPLICATION FORM

*Please Print*

Date \_\_\_\_\_ SS # \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle Initial)

E-mail Address \_\_\_\_\_

Home Address \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Local Union Name \_\_\_\_\_

Local President's Name \_\_\_\_\_  
(Phone Number)

School Name \_\_\_\_\_

School Address \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City or Town) (Zip Code) (Telephone #)

Job Title \_\_\_\_\_  
(# of years in position)



Job Duties (brief description) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL INFORMATION**

The following will help us know more about your strengths and skills. Please fill out where applicable. You may attach additional sheets if needed.

**Please list any professional development and inservice training programs you have attended in the past three years. You may also include any coursework taken.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please list any prior experience providing training for adults.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Identify the things that you do well in your work and that cause you to be successful. Include any special recognition you have received from your district, community and other organizations for your work.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Presentation Availability**

Please indicate your availability to present seminars:

\_\_\_\_\_ during the school day                      \_\_\_\_\_ after school  
\_\_\_\_\_ evening    \_\_\_\_\_ weekends

Please indicate your willingness/ability to travel to present seminars:

\_\_\_\_\_ 5 – 10 miles                                      \_\_\_\_\_ 10 – 30 miles  
\_\_\_\_\_ 30 – 50 miles                                      \_\_\_\_\_ 50 or more

**Statement of Interest**

Please write a short statement explaining why you would like to become a instructor for the Education & Learning Trust. You may attach an additional sheet, if needed.

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***By signing, you attest that the applicant is in good standing with the union***

\_\_\_\_\_    \_\_\_\_\_  
*Signature of Local President*    *Date*



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## **SRP INSTRUCTOR PROFILE**

The following describes the qualities sought in Education & Learning Trust SRP instructor candidates.

- Recognized and respected professional - we seek a professional who is a NYSUT member with a reputation as an outstanding School-Related Professional and who is respected by peers.
- Time and commitment - the individual should be available to devote the amount of time necessary: learning, planning, promoting the program and teaching adult learners.
- Knowledge of the "system" - the instructor needs to understand the union structure, the school district structure, and have the ability to work effectively within these structures. He or she needs to know whom to contact and how to work cooperatively with them.
- Experience in planning and conducting training for adults - prior experience acting as a resource for other school-related professionals is a plus. Experience in organizing sessions, setting agendas and motivating others, as well as being an innovator, initiator and risk-taker, are qualities of an effective instructor.
- “Special Competencies” as an outstanding professional - the individual should be able to document unique characteristics and abilities that go beyond the usual expectations of the profession. These can be demonstrated through additional trainings, outstanding skills in specific areas, experiences with adult training in workshops, and awards or recognitions.