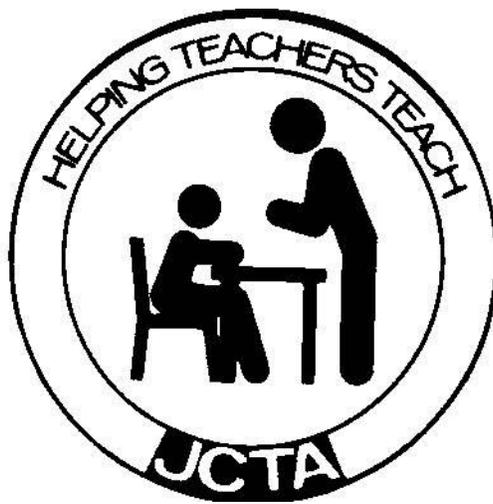


# JCTA Diversity Training Program

## Trainer Application Booklet



This program is provided by:  
NEA Human and Civil Rights Department  
1201 16<sup>th</sup> Street N.W., Suite 616  
Washington, DC 20036

## **JCTA Diversity Training Cadre Cadre Trainer Application**

This cadre is a part of a national peer-to-peer training program for NEA members. It provides diversity awareness training from packages and tested curriculum to members at the local and state training events, seminars and conferences. We envision that trainers will span the spectrum of diversity in terms of race and ethnicity, gender, sexual orientation, age as well as NEA membership categories.

Cadre members serve a five-year term. Cadre members are not paid for their services. They are, however, provided association leave days and professional development credit when applicable.

### **Instructions:**

Members desiring to become Diversity cadre trainers should submit the following:

1. **A completed application form.**  
No additional information or documentation should be forwarded with the application unless specified on the application form.
2. **The name and contact information for three references** from individuals, excluding relatives, who have knowledge of the applicant's qualifications as a trainer.  
One of the three references must be from a JCTA officer, Board member, Professional Representative or staff member.
3. **A written statement** detailing the applicant's reasons for applying to the Diversity cadre.

Mail or fax the required forms to JCTA by **Friday, April 2 at 5:00 p.m.** *Applications received after the deadline will not be considered. No exceptions will be made.* Also, do not send materials through the Pony. Materials received through the Pony will NOT be considered.

**Mail or fax the application materials to:  
James Hughley, JCTA UniServ Director  
1941 Bishop Lane – Suite 300  
Louisville, KY 40218  
Fax to: 502-452-2794**

# **JCTA Diversity Training Cadre Cadre Trainer Application**

## **Eligibility and Selection Criteria:**

JCTA invites your application if you meet the following criteria:

- A proven track record in training adult learners;
- Experience and/or knowledge of the Association;
- Strong oral and written communication skills;
- Strong interpersonal skills;
- Sensitivity and appreciation of diversity;
- Ability to work as a team member;
- Exposure to diversity and social justice issues and literature.

## **Additional Requirements:**

Applicant must have:

- Active JCTA membership;
- Application materials submitted by deadline;
- Favorable references;
- Availability to deliver two to three trainings annually.

A selection committee will review all applications and select approximately 24 finalists. All finalists will be required to attend a Training of Trainers (TOT) session scheduled for August 2-7, 2010. Final selection of the JCTA cadre will be determined after the TOT session.

*If you cannot participate fully in the Diversity Training of Trainers sessions, please do not complete this application.*

## **Application and Selection Schedule:**

**March 1-April 2, 2010:** Applications accepted

**April 7, 2010:** Semi-finalists identified

**April 12-15, 2010:** Interviews with semi-finalists

**April 16, 2010:** Notices sent via email to all finalists with invitation to attend the Training of Trainers (TOT)

**April 23, 2010:** Finalists confirm acceptance to Training of Trainers (TOT) event

**August 2-7, 2010:** Training of Trainers (TOT) session for finalists

**August 13, 2010:** Cadre selection completed. Notification of status mailed to all finalists.



# JCTA Diversity Training Cadre Cadre Trainer Application

## Employment

*Please list current position.*

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Responsibilities:

## References

*Please list three professional references.*

**One of the three references must be from a JCTA officer, Board member, Professional Representative or staff member.**

1. Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip Code

Email Address: \_\_\_\_\_

2. Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip Code

Email Address: \_\_\_\_\_

3. Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip Code

Email Address: \_\_\_\_\_

**JCTA Diversity Training Cadre  
Cadre Trainer Application**

**Training Experience**

*Please list training experiences in which you were the trainer (list only experiences with adult learners).*

1. Type of Training: \_\_\_\_\_ Year: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Description: \_\_\_\_\_

2. Type of Training: \_\_\_\_\_ Year: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Description: \_\_\_\_\_

3. Type of Training: \_\_\_\_\_ Year: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Description: \_\_\_\_\_

4. Type of Training: \_\_\_\_\_ Year: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Description: \_\_\_\_\_

**Education or Training in Subject Matter**

*Please identify any educational courses or trainings that you have taken that are related to the topics of social justice, diversity or cultural competence.*

1. Type of Training: \_\_\_\_\_ Year: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Description: \_\_\_\_\_

2. Type of Training: \_\_\_\_\_ Year: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Description: \_\_\_\_\_

**JCTA Diversity Training Cadre  
Cadre Trainer Application**

3. Type of Training: \_\_\_\_\_ Year: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Description: \_\_\_\_\_

4. Type of Training: \_\_\_\_\_ Year: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Description: \_\_\_\_\_

**Association Experience**

*Please list Association (JCTA, KEA or NEA) positions held, with the most recent first. Include volunteer, appointed and elected positions.*

1. Position: \_\_\_\_\_ Year: \_\_\_\_\_

Association: \_\_\_\_\_

2. Position: \_\_\_\_\_ Year: \_\_\_\_\_

Association: \_\_\_\_\_

3. Position: \_\_\_\_\_ Year: \_\_\_\_\_

Association: \_\_\_\_\_

4. Position: \_\_\_\_\_ Year: \_\_\_\_\_

Association: \_\_\_\_\_

5. Position: \_\_\_\_\_ Year: \_\_\_\_\_

Association: \_\_\_\_\_

# JCTA Diversity Training Cadre Cadre Trainer Application

## Applicant Statement

*In the space below, please write a brief statement in response to the question.*

In our trainer selection process, one goal is to include the broadest range of diversity, e.g., race, ethnicity, sexual orientation, gender, age, NEA membership categories, etc. **Question:** How would you say that your participation on the Diversity cadre would contribute to that goal? (For example: Do you bring a particular perspective on diversity issues? Have you made a significant contribution on behalf of a primary interest group?)

**JCTA Diversity Training Cadre  
Cadre Trainer Application**

**Disclaimer and Signature**

- If I am selected as a semi-finalist for the JCTA Diversity Training Cadre, I agree to attend the initial Training of Trainers session to be held on August 2-7, 2010.
- I certify that my answers are true and complete to the best of my knowledge.

If this application leads to my selection for the JCTA Diversity Training Cadre, I understand that false or misleading information in my application can result in my release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail or fax the required forms to JCTA by **Friday, April 2 at 5:00 p.m.** *Applications received after the deadline will not be considered. No exceptions will be made.* Do not send materials through the Pony. Materials received through the Pony will NOT be considered.

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