

**2025 NEA ESP of the Year Award**
**Data Sheet / Personal Statement / Resume Template**

**Important:**

* Affiliate points of contact (POCs) can use this Microsoft Word fillable form to collect the nominee's Data Sheet, Personal Statement, and Resume Questionnaire responses. It reflects what is asked in the system for these sections.
* Nominees will click the appropriate check box or click/tap the text fields to enter text (they can type directly into or copy and paste text). Once the nominee completes the template, the POC will copy and paste (or type) the responses into the system on their behalf.
* The *2025 NEA ESP of the Year Overview and Requirements* and other award materials are available at [www.nea.org/espoty-nomination](http://www.nea.org/espoty-nomination). Questions? Contact Jennie Young at jyoung@nea.org.

*\* Required fields in the online system*

**DATA SHEET**

**Date**

Click or tap here to enter text.

**Nominee’s Personal Information**

\*Legal First Name

*Legal first name as it appears on your driver’s license, birth certificate, etc.*

Click or tap here to enter text.

\* Legal Last Name

*Legal first name as it appears on your driver’s license, birth certificate, etc.*

Click or tap here to enter text.

\* Preferred/Chosen Name

*The name by which you want to be referred.*

Click or tap here to enter text.

\*What name would you like to be used on your certificate and in other communications and promotional materials? *(e.g., webpage, signage)*

Click or tap here to enter text.

\*Home Street Address (No P.O. Boxes, please.)

Click or tap here to enter text.

\*Home City/Province

*For non-U.S. addresses, provide state, province, territory, and county as required.*

Click or tap here to enter text.

\*Home State

*State abbreviations (e.g., AK, ID) only. For non-U.S. addresses, type “N/A.”*

Click or tap here to enter text.

\*Home Zip/Postal Code

Click or tap here to enter text.

\*Home Country

Click or tap here to enter text.

\*Personal E-mail (An email that you check regularly/year-round. Preferably not a school/work email.)

Click or tap here to enter text.

\*Primary Phone Number (include area code) (Preferably not a school/work phone number.)

Click or tap here to enter text.

Alternate Phone Number (include area code)

Click or tap here to enter text.

Age range (Select one)

[ ] 18-25

[ ] 26-35

[ ] 36-45

[ ] 46-60

[ ] 61+

[ ] Prefer not to say

\*Race/Ethnicity (Select one)

[ ] Asian and Pacific Islander

[ ] Native American/Alaska Native

[ ] Latin(o/a/x), Hispanic, and Chican(o/a/x)

[ ] Black or African American

[ ] Multiracial

[ ] MENA (Middle East and North Africa)

[ ] White

[ ] Other

[ ] Prefer not to say

\*Gender Identity (Select one)

[ ] Man

[ ] Woman

[ ] Transman

[ ] Transwoman

[ ] Non-binary

[ ] Agender

[ ] Two-Spirit

[ ] Prefer not to answer

\*Pronouns for reference in promotional materials(Select one)

*(e.g., articles and related write-ups)*

[ ] She/Her

[ ] He/Him

[ ] They/Them

[ ] Shey/They

[ ] He/They

[ ] Ze/Zim

[ ] Prefer not to answer

**Nominee’s Worksite/Career Information**

\*Local Affiliate (no abbreviations, please)

Click or tap here to enter text.

\*Local President (Please provide the name of the nominee’s Local President)

Click or tap here to enter text.

\*UniServ Director (Please provide the name of the nominee’s UniServ Director; e.g., UniServ Rep, Field Rep, Labor Relations Consultant)

Click or tap here to enter text.

\*10-digit NEA Member ID (Can be found on the address label of your NEA Today magazine, by calling your State Affiliate, or emailing jyoung@nea.org.)

Click or tap here to enter text.

\*Number of Years as NEA Member (Minimum requirement is at least three years as of 12/31/24)

Click or tap here to enter text.

\*Employment Status (Retired members are not eligible for the award.)

[ ] Active

[ ] Retired

\*Job Title (No abbreviations. The title provided will be used in communication and promotional materials).

Click or tap here to enter text.

\*NEA ESP Career Family (Check all that apply)

*Visit* [*nea.org/esp*](https://www.nea.org/about-nea/our-members/education-support-professionals) *or click on the links below for career family descriptions.*

[ ] [Clerical Services](https://www.nea.org/sites/default/files/2020-08/K12-Clerical-ESPs.pdf)

[ ] [Custodial/Maintenance](https://www.nea.org/sites/default/files/2020-08/K12-Custodial-Maintenance-ESPs.pdf)

[ ] [Food Services](https://www.nea.org/sites/default/files/2020-08/K12-Food-Service-ESPs.pdf)

[ ] [Health/Student Services](https://www.nea.org/sites/default/files/2020-08/K12-Health-Student-Service-ESPs.pdf)

[ ] [Paraeducators](https://www.nea.org/sites/default/files/2020-08/K12-Paraeducator-ESPs.pdf)

[ ] [Security Services](https://www.nea.org/sites/default/files/2020-08/K12-Security-Service-ESPs.pdf)

[ ] [Skilled Trades](https://www.nea.org/sites/default/files/2020-08/K12-Skilled-Trades-ESPs.pdf)

[ ] [Technical Services](https://www.nea.org/sites/default/files/2020-08/K12-Technical-Service-ESPs.pdf)

[ ] [Transportation Services](https://www.nea.org/sites/default/files/2020-08/K12-Transportation-Service-ESPs.pdf)

[ ]  Other

If you selected “Other” for NEA Career Family above, please explain:

Click or tap here to enter text.

Career Experience (Select one)

[ ] Early career Educator (0-5 years)

[ ] Mid-career Educator (6-10 years)

[ ] Veteran Educator (11+ years)

[ ] Prefer not to say

\*School/Worksite (no abbreviations, please)

Click or tap here to enter text.

\*School District/University (no abbreviations, please)

Click or tap here to enter text.

\*Work City/Province

*For non-U.S. addresses, provide state, province, territory, and county as required.*

Click or tap here to enter text.

\*Work State

*State abbreviations (e.g., AK, ID) only. For non-U.S. addresses, type “NA.”*

Click or tap here to enter text.

\*Worksite Level (Check all that apply)

[ ] Pre-K

[ ] Elementary

[ ] Middle or Junior High School

[ ] High School

[ ] Central Office/Districtwide

[ ] Post-Secondary/Higher Education

[ ] Other

If you selected “Other” as your Worksite Level above, please elaborate:

Click or tap here to enter text.

\*School Community Type (Select one)

[ ] Urban

[ ] Suburban

[ ] Rural

[ ] Other

If you selected “Other” as your School Community Type above, please identify:

Click or tap here to enter text.

\* Is your school a Title I school? If you work in multiple schools, if your main worksite is not a school, or if this otherwise does not apply, please select N/A.

[ ] Yes

[ ] No

[ ] N/A

**PERSONAL STATEMENT**

Nominees must submit a Personal Statement that provides specific examples of achievement and impact in each of the four award criteria. The Personal Statement cannot exceed 750 words per criterion.

The following three questions will be applied to each of the criterion during scoring:

1. What is the **degree of impact?** (Was the impact transactional or transformational? Were systems changed? What was the breadth and/or depth of impact?)
2. How did the actions advance **racial and social justice** in education? (Did the actions address issues of inequity? If yes, how? How were the actions inclusive and/or responsive to marginalized communities?)
3. To what degree did the nominee **collaborate or partner**with others? (e.g., individuals, organizations, etc.?)

**NOTE:** Long answer text fields in this template for the Personal Statement do not truncate responses or flag for the nominee if they have exceeded the 750-word count limits. However, the online system will flag when responses have exceeded word count limits and require that adjustments be made before proceeding to another section of the nomination. Nominees and POCs should double check these responses before they are entered into the system.

*\* Required fields in the online system*

**\* Impact on students. (750 words)**

Describe specific actions you have taken and how those actions positively impacted student learning, social-emotional well-being, health and/or safety.

Click or tap here to enter text.

**\* Impact on families and the community. (750 words)**

Describe specific actions you have taken and how those actions have positively impacted families and/or the local community. Click or tap here to enter text.

**\* Union engagement and activism, with a focus on ESP workforce issues. (750 words)**

Describe how your engagement and activism with the local or state union/association have positively impacted ESPs' professional stature (e.g., importance and reputation), stability (e.g., wages, benefits, and job security), and/or effectiveness (e.g., professional practice). Click or tap here to enter text.

**\* Impact on colleagues. (750 words)**

Describe specific actions you have taken and how those actions have positively impacted colleagues at your school campus, school district, or worksite.

Click or tap here to enter text.

Nominees should further demonstrate their accomplishments and impact related to the award criteria through the Resume Questionnaire. It should outline the work and professional experiences of the nominee through brief bullets or paragraphs. Nominees may respond with up to 750 words per question.

**NOTE:** Long answer text fields in this template for the Resume Questionnaire do not truncate responses or flag for the nominee if they have exceeded the 750-word count limits. However, the online system does flag when responses have exceeded word count limits and requires that adjustments be made before proceeding to another section of the nomination. Nominees and POCs should double check these responses before they are entered into the system.

**RESUME QUESTIONNAIRE**

*\* Required fields in the online system*

**Professional Positions**

***\**** What professional positions (e.g., worksite position, job) do you currently hold? (750 words)

Click or tap here to enter text.

*\** What professional positions (e.g., worksite position, job) have you held in the past? (750 words)

Click or tap here to enter text.

**School/District Positions/Appointments**

*\** What additional school or district roles (e.g., committee or workgroup roles; student, athletic club or coaching positions; other engagements outside your job) do you currently have? (750 words)

Click or tap here to enter text.

*\** What additional school or district roles (e.g., committee or workgroup roles; student, athletic club or coaching positions; other engagements outside your job) have you had in the past? (750 words)

Click or tap here to enter text.

**Education/Training**

***\**** Please list youreducation, training and/or certificates, licenses, etc. (750 words)

Click or tap here to enter text.

**External Organizations/Stakeholder Positions**

***\**** What positions with external organizations, community groups or other stakeholders do you currently hold?(750 words)

Click or tap here to enter text.

***\**** What positions withexternal organizations, community groups or other stakeholders have you held in the past?(750 words)

Click or tap here to enter text.

**Honors/Awards**

***\**** Please list anyhonors or awards you have received, including the name of the honor/award and the year received. (750 words)

Click or tap here to enter text.

**Association Positions/Appointments**

*\** What Association positions or committee appointments do you currently hold? (750 words)

Click or tap here to enter text.

*\** What Association positions or committee appointments have you held in the past? (750 words)

Click or tap here to enter text.