

IDAHO SCHOOL BOARDS ASSOCIATION

Attn: Executive Director Search

PO Box 9797, Boise, ID 83707

Facsimile: (208) 854-1480

Direct questions to Karen Echeverria at ISBA: karen@idsba.org or (208) 854-1476

**APPLICATION FOR EXECUTIVE DIRECTOR
IDAHO SCHOOL BOARDS ASSOCIATION**

Deadline to Apply: June 1, 2021

Applicant Name

Phone Number

Address

E-mail Address

Note: A completed application must include:

- 1) Application form;
- 2) Essay responses;
- 3) Letter stating qualifications, experience, and reasons for interest in position;
- 4) Current resume; and
- 5) Two to four current letters of recommendation.

I. Acknowledgements

I understand Idaho School Boards Association may communicate with all my former employers and persons who have knowledge of my professional qualifications and to furnish any/all information regarding me. I hereby release all employers and individuals from any liability for any damage whatsoever resulting from giving such information.

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|-----|----|--|
| Yes | No | Are you eligible to work in the United States? |
| Yes | No | Have you been convicted of a criminal offense other than a minor traffic violation? Such disclosure should include but not be limited to any finding of guilt, plea of guilt, Alford Plea, Withheld Judgment and/or any other such similar conditional or provisional conviction of any criminal offense other than a minor traffic violation. |
| Yes | No | Have you ever had any indicated finding of child abuse filed in your name including but not limited to a finding by any court, governmental agency, professional organization or any other entity? If yes, explain in space provided at the end of this section. |
| Yes | No | Does your name appear on any sex offender registry or database in any state or country? |

Please Note: A conviction will not necessarily bar you from employment. Facts, such as nature and severity of offense, date of occurrence and rehabilitation will be considered. This information will be used only for job-related purposes and only to the extent permitted by applicable law. Applicants are not obligated to disclose sealed or expunged records of conviction.

Signature of Applicant

Date

Information from Applicant

(If needed, use the space below to provide further information related to the acknowledgments listed above.)

II. References

Please provide three (3) to five (5) references that are not included in your letters of recommendation. Be sure to include the following details: name, title, phone number, length of time known, and capacity you know the reference.

Reference 1

Reference 2

Reference 3

Reference 4

Reference 5

Note: If your employment history is provided on your resume, please note that below and leave this area of the application form blank.

III. Employment History

Please include chronological employment history noting 1) employers name and address, 2) positions held, 3) duties performed, 4) immediate supervisor with phone number, 5) dates of employment, 6) and reason for leaving. Note: If you have only had one job in the past ten years that is all that needs to be listed.

Note: If your education history is provided on your resume, please note that below and leave this area of the application blank.

IV. Education

Please provide education in order of attendance. Please provide the following: 1) college/university attended, 2) location, 3) dates of attendance, 4) degree earned and date of degree, 5) major and minor, and 6) any other degrees attained.

V. Essay Questions *(Please use a separate sheet of paper to answer the following six essay questions. Please keep each question's response to 300 words or less.)*

1. Describe your nonprofit philosophy.
2. Why do you want to be the Executive Director of ISBA? What will be your main focus?
3. If selected as the next Executive Director of ISBA what would you plan to accomplish in the first month on the job? What would your goals be for the first year?
4. Describe your experience with the budget preparation and management.
5. Describe how you would foster relationships with the staff at ISBA. What is your management style?
6. Describe how you would foster relationships with the ISBA Executive Board.

Return Completed Applications Materials **NO LATER THAN JUNE 1, 2021** to:

Idaho School Boards Association
Attn.: Executive Director Search
Email: karen@idsba.org; OR
Mail: PO Box 9797, Boise, ID 83707; OR
Facsimile: (208) 854-1480

**Please Note: You will receive a confirmation email from Karen Echeverria when your application packet has been received. If you don't receive the confirmation email within 48 hours, please call Karen at (208) 854-1476 to confirm.*