

Sample Board Vacancy Application

Instructions

Please submit your completed application and a current resume, curriculum vitae, or personal statement, including relevant experience, to [board-designated collector] by [date and time]. If you have any questions, please contact the Board Clerk.

Upon receipt of the application, the board clerk will verify the eligibility of the candidate; share the application with the board, superintendent/charter administrator, and assistant superintendent/charter administrator; and post the application on the district/charter school website.

If less than four completed applications are received, all eligible applicants will participate in the interview process in step 4 below. If more than four completed applications are received for the zone by the specified deadline:

1. The Board shall review all of the qualified, completed applications at a board meeting.
2. During the meeting, the board shall select no more than three finalists for the zone to move to the interview round of the selection process. The selection will be done through board action and a vote during open session.
3. The Chair shall direct the board clerk to notify the finalists of their selection and the meeting date for the interview process.
4. At the board meeting, the finalists shall participate in the interview process. All interviews and deliberations of the board shall occur in open session of the board meeting. Through an action item vote in open session, the board shall select one candidate from the finalists to assume the vacancy.



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Name: _____ Date: _____

School District Zone: _____ Day Phone: _____ Evening Phone: _____

Address: _____

1. Briefly explain your background: education, employment, community service, etc.
2. Briefly explain your philosophy toward public education.
3. What do you believe the Board of Trustees' role should be in leading the district?
4. In your estimation, how much time do you believe is required to accomplish this role?
How much time are you willing to commit to serving on the Board of Trustees?



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5. Do you have business dealings with the school district/charter school?

6. Do you have relatives who work for the school district/charter school?

7. Are you a current, registered elector in Idaho?

8. If there is other information you would like the Board to consider in reviewing your application, please include it below.

