



**MONTANA RURAL EDUCATION  
Executive Director Application  
Instructions and Information**

Please complete all pages of the application fully. Furnishing information on the application is mandatory unless otherwise stated. Do not complete the application by stating “see attached resume.”

- The following application material must be submitted to be considered:
  1. A completed Application Form.
  2. A cover letter.
  3. A resume.
  4. Five (5) letters of professional reference
  5. Answers to the two (2) supplemental questions attached.
  
- Application materials may be emailed to Dennis Parman, MREA Executive Director, at [dparman@mreamt.org](mailto:dparman@mreamt.org).
- Applications must be received by 5.00 p.m. on January 8, 2023.
- Application and supporting materials will not be returned.
- Background checks will be performed on all candidates. The Authorization to Release Information form must be completed in full (last page). The Authorization to Release Information form and Affirmative Action Information will be kept separate and apart from the application during the screening process.



**PLEASE TYPE OR PRINT CLEARLY USING A PEN**

Today's Date: \_\_\_\_\_

SSN: \_\_\_\_\_

Name: \_\_\_\_\_

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

Home Phone No.: \_\_\_\_\_

Work Phone No.: \_\_\_\_\_

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

**Please answer the following questions:**

1. Do you have the legal right to work in the United States?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

2. Are you able with or without reasonable accommodation to perform the functions of the job for which you are applying?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

3. Have you ever been released or discharged from employment or resigned to avoid such release or discharge?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

If yes, please explain. Include the date of discharge or resignation and the reason for discharge or resignation.

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

4. I hereby certify that (check the applicable box and provide the information requested):

- I have not pleaded guilty to or have been convicted of any violation of criminal law, including criminal convictions resulting from a deferred



sentence or a plea of nolo contendere/ no contest (minor traffic offenses excepted).

- I have pleaded guilty to or have been convicted of at least one violation of criminal law. Please attach and sign a complete description of the circumstances surrounding such conviction. (This may not necessarily disqualify a person from consideration from employment.)

5. Are you currently on, or have you ever been put on, administrative leave with or without pay (excluding health related leave)?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain. Include the date(s) of leave and the reason for discharge or resignation.

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

**Employment Record**

*List your employment, with your most recent employment first. Describe your employment history, accounting for the last 5 positions held. You may include volunteer and paid experience. You may attach additional information.*

**Do you wish to be notified before we contact your current or previous employers?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**Most Recent:**

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

Position: \_\_\_\_\_ No. of years in position: \_\_\_\_\_

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

Contact: \_\_\_\_\_ Title: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Highest Salary: \$ \_\_\_\_\_

Length of Present Contract: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Reasons for Leaving** \_\_\_\_\_

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



**Past Employer:**

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

Position: \_\_\_\_\_ No. of years in position: \_\_\_\_\_

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

Contact: \_\_\_\_\_ Title: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Years employed: \_\_\_\_\_ TO \_\_\_\_\_

Highest Salary: \$ \_\_\_\_\_

**Reasons for Leaving** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Past Employer:**

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

Position: \_\_\_\_\_ No. of years in position: \_\_\_\_\_

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

Contact: \_\_\_\_\_ Title: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Years employed: \_\_\_\_\_ TO \_\_\_\_\_

Highest Salary: \$ \_\_\_\_\_

**Reasons for Leaving** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## REFERENCES

*Please list current information for five references below. Individuals listed below should be other than those who have submitted written letters of reference.*

| <u>Name</u> | <u>Title</u> | <u>Address</u> | <u>Phone (home and work)</u> |
|-------------|--------------|----------------|------------------------------|
| 1           |              |                |                              |
| 2           |              |                |                              |
| 3           |              |                |                              |
| 4           |              |                |                              |
| 5           |              |                |                              |

## EDUCATION HISTORY

Highest Degree Earned: \_\_\_\_\_

List from most recent to least recent attendance

| <u>University/College</u> | <u>Location</u> | <u>Subject</u> | <u>Degree</u> | <u>Year</u> | <u>GPA</u> |
|---------------------------|-----------------|----------------|---------------|-------------|------------|
|                           |                 |                |               |             |            |
|                           |                 |                |               |             |            |
|                           |                 |                |               |             |            |
|                           |                 |                |               |             |            |



## **Equal Opportunity Employer**

The Montana Rural Education Association prohibits discrimination against or harassment of any person employed by or seeking employment with the MREA because of race, creed, religion, color, political affiliation or national origin or because of age, physical or mental disability, marital status, or gender distinction. People with disabilities may request reasonable accommodation in the hiring process by contacting Kaleva Law Office.

## **Proof of Employability**

Any applicant chosen for employment must be able to produce a social security card, driver's license, or some other acceptable form of certification of employment eligibility in the United States pursuant to Form I-9 of the U.S. Department of Justice.

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**Signature**

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**Date**





## Supplemental Questions

Please limit your answers to 500 words each

1. Tell us why you want to join the Montana Rural Education Association and what you see as the biggest strength you bring to rural schools across Montana.

2. What do you believe are the biggest challenges for rural schools?