

**APPLICATION FOR THE POSITION OF
IN-HOUSE LEGAL COUNSEL
NORTH DAKOTA SCHOOL BOARDS ASSOCIATION**

GENERAL INFORMATION				
Last Name	First	Middle Initial	Home Telephone ()	
Address (Mailing)	City	State	Zip	Work Telephone ()
E-Mail Address	Are you legally eligible for employment in the United States? <input type="checkbox"/> yes <input type="checkbox"/> no		Cell Phone ()	
Are you able to perform the essential functions of the job you are applying for with or without reasonable accommodation? <input type="checkbox"/> yes <input type="checkbox"/> no			Do you have a valid ND driver's license? <input type="checkbox"/> yes <input type="checkbox"/> no	
PROFESSIONAL PREPARATION - List both undergraduate, graduate, and law degree in chronological order (most recent first)				
Name of Institution	Location	Major/Minor		Degree
EMPLOYMENT HISTORY - List all full-time positions in chronological order (most recent first)				
Employer	Address/City/State		Telephone Number	
Job Title	From/To (month/year)		Salary	
Reason for Leaving:			May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no	
Employer	Address/City/State		Telephone Number	
Job Title	From/To (month/year)		Salary	
Reason for Leaving:			May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no	
Employer	Address/City/State		Telephone Number	
Job Title	From/To (month/year)		Salary	
Reason for Leaving:			May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no	
Employer	Address/City/State		Telephone Number	
Job Title	From/To (month/year)		Salary	
Reason for Leaving:			May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no	

HONORS AND AWARDS/COMMUNITY INVOLVEMENT

BUSINESS-RELATED REFERENCES - List three people who are most familiar with your work and qualifications

Name	Address/City/State/Zip	Position	Telephone #

ADDITIONAL QUESTIONS

Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position? yes no

Have you ever resigned from a prior position without being asked but due to an investigation or lawsuit related to your employment? yes no

Have you ever pleaded guilty, no contest to, or been convicted of a felony, misdemeanor, or violation of an ordinance equivalent to a misdemeanor? yes no

If you checked "yes" to any of the above questions, please explain below, including the date of the incident, alleged offense, and, if applicable, charge, court action taken, and address of the court.

APPLICANT STATEMENTS - Please answer the following questions and attach to your application.

1. What is it about working with the ND School Boards Association that you find appealing?
2. Describe your experience in the area of public speaking and/or training.
3. Describe your experience working with the state legislature and/or employment law.
4. How do you envision your role as NDSBA's Legal Counsel?

AUTHORIZATION/CERTIFICATION

I hereby grant authorization to the North Dakota School Boards Association to verify my education and check my employment history including, without limitation, information pertaining to my employment from any of my present or former employers, unless I otherwise indicate on this application; to check references; and to obtain investigative information, including criminal history records, as well as credit history and driving records. I will cooperate to the extent necessary to obtain the release of this information.

I certify that all information in this application and any attachments is true and complete to the best of my knowledge. I understand that any willful misrepresentation, false statement, or omission by me in the application or interview process will be cause for rejection of my application or termination of my employment. I authorize investigation of all statements made on this application and any attachments. I release all persons, companies, and organizations from liability for providing or receiving such information.

North Dakota has broad "sunshine laws" and all records regarding the search are open to the public on request.

Signature of Applicant _____ Date _____

This application must be COMPLETED and RETURNED by **March 15, 2012**.

North Dakota School Boards Association

P. O. Box 7128

Bismarck, ND 58502

Phone: (701) 255-4127

Fax: (701) 258-7992

Email: jon.martinson@ndsba.org

All information provided is subject to the North Dakota Open Records Law

Equal Opportunity Employer

The North Dakota School Boards Association does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services and complies with the provisions of the North Dakota Human Rights Act.