



APPLICATION REQUIREMENTS FOR  
**MEMBERSHIP & MARKETING MANAGER**  
At the  
**North Dakota School Boards Association**  
Bismarck, ND

**Please submit the following:**

- Cover letter
- Completed application form supplied by NDSBA
- Résumé
- Official transcripts (copies are acceptable) indicating a bachelor's, master's, doctorate degree; do not include transcripts for other classes taken
- Two current letters of recommendation; letters may not be dated prior to 2024

**Deadline: March 14, 2025**

**All application materials should be sent to:**

North Dakota School Boards Association  
1224 West Owens Avenue  
Bismarck ND 58501

FAX (701)258-7992

EMAIL: [amy.dekok@ndsba.org](mailto:amy.dekok@ndsba.org)

**Application for the Position of  
MEMBERSHIP & MARKETING MANAGER**

North Dakota School Boards Association  
Bismarck, North Dakota

1. Name \_\_\_\_\_  
(Last) (First) (Middle)

2. Home Address \_\_\_\_\_  
(Street, City, State, Zip Code)

Home Telephone Number ( ) \_\_\_\_\_ Office Telephone Number ( ) \_\_\_\_\_

Cell Phone Number ( ) \_\_\_\_\_ Email Address \_\_\_\_\_

3. Present Position \_\_\_\_\_

Employer \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Supervisor's Telephone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

May we contact your current supervisors? Yes \_\_\_\_ No \_\_\_\_

4. Your current annual salary \$ \_\_\_\_\_

5. Your principal responsibilities:

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6. **Professional Preparation:** Please list any undergraduate or graduate degrees and certifications.

Institution                      Location                      Major/Minor                      Degree/Certificate                      Date

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7. **Employment History:** Please list in reverse chronological order all full-time positions held.

Position                      Organization                      From/To                      Salary

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8. **Honors and Awards:**

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9. **References:** Please list names of three persons who are most familiar with your work and qualifications.

Name                      Position                      Address                      Business Phone                      Home Phone

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14. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?

Yes                       No

15. Have you ever resigned from a prior position without being asked but due to an investigation or lawsuit related to your employment?

Yes                       No

I hereby grant authorization to the North Dakota School Boards Association to check my employment history including, without limitation, information pertaining to my employment from any of my present or former employers, supervisors, or coworkers; to check references; and to obtain investigation information. I will cooperate to the extent necessary to obtain the release of this information.

I certify that I have made true, correct, and complete answers and statements on this application and acknowledge that they may be relied on in considering my application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

This application must be completed and returned with ALL required materials by March 14, 2025.