

## **Application Requirements**

An application will be considered complete if the applicant has completed the online (Revelus) application form in its entirety and submitted it no later than noon on March 19, 2020.

In addition to the application form, three (3) current reference letters should also be included in addition to the reference address requirements in the application form. These reference letters should be uploaded as pdf's in the file section of the application. Credible reference authors are co-workers, supervisors, school board members, or other individuals with first-hand knowledge of an applicant's character, work ethic and proficiencies.

All files must be uploaded as pdf's. While every effort will be made to check applications to ensure the integrity of the uploads, it is ultimately the applicant's responsibility to check the viability of the files before uploading.

Any questions regarding the application requirements or difficulties with the application software should be directed to:

Michael Adamson Ed.D.  
Director of Board Services  
Indiana School Boards Association  
[madamson@isba-ind.org](mailto:madamson@isba-ind.org)  
317-229-3270

Requests for assistance in handling application software can also be sent via the online application program under the "Support" button at the top of the screen.