

Cohort of Leadership Associates (COLA)

Education Service Center, Region 20
 1314 Hines Avenue
 San Antonio, Texas 78208-1899
 (210) 370-5435

Social Security Number

Driver's License Number

Last Name	Jr., etc.	First Name

Maiden Name/Middle Initial

Home Telephone (Area Code & Number)

House No. / Street / P.O. Box No. / Apt. No.	City

State	Zip Code

Business Telephone (Area Code & Number)

E-mail Address

Emergency Contact (Area Code & Number)

Languages that you speak proficiently English/Spanish/Other: _____ Languages that you write proficiently English/Spanish/Other: _____
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Citizenship: U.S. Other If other: (alien reg.# _____)
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Education History				
List all colleges/universities attended in chronological order (add additional page if needed)				
College/University	Dates (To/From)	Degree Granted	Major	Minor

Teaching and Work Experience

Please list below all jobs or positions you have held within the last five years. Put an "*" beside any employment where you had leadership responsibilities. (Please include a photocopy of your military, teacher, or other employment service record with this application.)

(Complete the following for each job. If additional space is needed, please attach another sheet.)

School District/Firm Name City and State	Position Held	(Area Code) Phone #	Dates Employed	Immediate Supervisor	Description of Duties
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Leadership Experience

Please list at least three years successful experience in public education or business which document your leadership responsibilities. Examples of leadership responsibilities include, but are not limited to: department chair; grade level chair; member of site-based decision making team; or similar responsibilities.

(Complete the following for each job. If additional space is needed, please attach another sheet.)

Number of Years Leadership Responsibility	Position Held (School District/Organization)	Title of Leadership Responsibility
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Please respond in English to the following in 150 words or less:

Please describe in detail the reasons you are seeking admission to this program instead of the traditional university program and how you believe you will best serve the profession through this program.

Professional Activities

List professional activities in which you have participated in education/business. Include full information on presentations you may have given, workshops you may have directed or presented, articles or reports you may have published or presented to professional groups, projects on which you may have contributed, professional organizations to which you may belong, and other similar professional endeavors with a focus on leadership. (If additional space is needed, please attach another sheet.)

Civic and Community Activities

List all civic and community activities in which you participate (enumerating leadership positions you hold) and other similar activities in which you have participated in the community in the last five years. (If additional space is needed, please attach another sheet.)

Teaching Certification

Indicate your current certificate status: (Please include a photocopy of your Texas Certificate with the application.)

Valid Texas Certificate Certificate # _____ Date Issued _____ Expires _____

Texas Emergency/Special Assignment Permit Date Issued _____ Expires _____

School District where employed: _____

Do you possess a certificate which is currently suspended, revoked, or pending such action in any state? Yes No
If yes, explain: _____

Professional References

Return the enclosed Reference Forms for ESC-20 CoLA to distribute to the individuals listed below. A minimum of three (3) references must be returned to ESC-20. You must have a recommendation from your current supervisor.

Name	Address (City, State, Zip Code)	(Area Code) Bus. Phone (Area Code) Hm. Phone	Title/Relationship
			/ Current Supervisor

Administrative Position *

If you have already secured an administrative position for the two years of the CoLA program, please indicate the title of the position and the site.

Title of Position: _____ Site: _____ District: _____

*Associates are responsible for securing an administrative position by September 1 of the year entering the program. Region 20 will not secure a position for you.

Information To Be Included With Application

Please review this checklist to ensure that you have completed all the necessary steps and have included all the necessary materials in your application. (Your application will not be considered if it is incomplete.)

- _____ 1. Contacted your immediate supervisor and district central office about your interest in this program.
- _____ 2. Performed a self-analysis of your transcripts to ensure that you have met the minimum grade point average of at least 3.0 on a 4.0 scale for all graduate-level courses you have completed.
- _____ 3. Included official transcripts or notarized copies from each college/university attended, or if transcripts are to be sent directly to ESC-20 from the institute of higher learning, included a letter indicating such with your application.
- _____ 4. Included a photocopy of your military, teacher, or other employment service records.
- _____ 5. Included a photocopy of your current Texas Certificate.
- _____ 6. Completed and included your portion of the Reference Forms **to be mailed by ESC-20** to a minimum of three (3) professionals. (References must include your current supervisor)
- _____ 7. Included an application fee of \$75.00 (nonrefundable) with your application.
- _____ 8. Completed all sections of the application.

I hereby certify that the above information to the best of my knowledge is true, accurate, and complete. I understand that any falsifications, misrepresentations, or willful omissions of facts shall be sufficient cause for disqualification or dismissal upon discovery of such facts.

Signed _____ Date _____

ESC-20 and member districts are equal opportunity employers that do not discriminate in employment on the basis of age, sex, race, religion, national origin, disabilities, or on the basis of the employee's exercise of constitutional rights.