



Emerging Leaders' Institute for Training and Excellence 2019 Application Form

The Iowa Community Action Association Emerging Leaders' Institute for Training and Excellence (ELITE) welcomes your application. Please complete all sections of this form as applicable and attach the required responses to essay questions and your recommendation form, which are found at the end of this application. The recommendation form must be completed by a person within the applicant's Community Action Agency.

Please email the completed application, short essays and recommendation to Tiffany Keimig at tkeimig@iowacaa.org by 5:00PM on October 26th, 2018

Participant Name: _____

Participant Agency/Organization: _____

Position/Role: _____

Number of Years in Position: _____ Number of Years with Agency: _____

If you supervise other employee(s), how many: _____

E-mail Address: _____

Employment Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Preferred Method of Contact:

Home Work Cell Email

It is important for each participant to embark on this process fully committed to the program and to his or her peers. Participants must be employed at a Community Action Agency in order to be in ELITE. Attendance at online and in-person ELITE events as well as the 2019 ICAA Conference is expected during the eight months of engagement. Please return with your signature formally affirming your commitment to participate in this process.

In order to accomplish the objectives of the Emerging Leaders' Institute for Training and Excellence, the full commitment and participation of each selected candidate is necessary. Participants are expected to attend all in-person and online sessions to the best of their ability.

If selected, I am fully prepared to be an active participant and devote the time and effort required to complete the program. My signature below indicates that I understand the requirements for participation in the Emerging Leaders' Institute for Training and Excellence and have completed this form to the best of my knowledge.

Candidate's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Executive Director's Signature: _____ Date: _____

Essay Questions

Please respond to each question below. *Limit responses to no more than 200 words per question.*

1. Why are you interested in ELITE at this point in your career?
2. When have you had a leadership opportunity? What did you learn from that opportunity?
3. ELITE participants will benefit from exposure to a wide-range of perspectives. What contribution, either in terms of unique experiences or special skills, would you bring to the process that would enrich and inform others?
4. Think of a current or past leader in any field of endeavor whom you admire. What leadership qualities or characteristics of theirs have influenced you?
5. Please describe ways that you have personally been involved in your community (church, school, community service, civic organization etc.)
6. Briefly describe your experience in Community Action.
7. What qualities do you think will be important in future Community Action leaders?

Iowa Community Action Association
Emerging Leaders' Institute for Training and Excellence
Recommendation Form

The **Iowa Community Action Association Emerging Leaders' Institute for Training and Excellence** is designed to prepare individuals for current and future leadership roles by providing a program of study centered on critical leadership skills and topics. This recommendation form must be completed by a person within the applicant's Community Action Agency.

Your recommendation is an important part of the candidate's application. The **Iowa Community Action Association** is interested in your assessment of the applicant's past achievements as well as future potential.

Applicant's Name: _____

Recommender's Name: _____

Recommender's Signature: _____ Date: _____

SECTION I: Please rate the candidate on the following dimensions:

Dimension	Below Average	Average	Above Average	Outstanding	Unable to Judge
Leadership Ability					
Leadership Potential					
Interpersonal Skills					
Intellect					
Maturity					
Initiative/Motivation					
Level of Commitment					

SECTION II: Please type a brief recommendation for the candidate below. Feel free to continue on a second page if necessary.

Thank you for your input in this application process. Please return the completed form to the candidate. The candidate must submit this form by 5:00pm, October 26th, 2018 to tkeimig@iowacaa.org.