
Delta Zeta Educational Leadership Consultant Application

INSTRUCTIONS FOR SUBMITTING YOUR APPLICATION:

1. The application deadline is **November 10, 2007**. Please send all materials to:
Delta Zeta National Headquarters
Attn: Chapter Services Director
202 East Church Street
Oxford, OH 45056
2. Please have your College Chapter Director (CCD) and Regional Collegiate Coordinator (RCC) to complete the Educational Leadership Consultant recommendation form and forward it to Delta Zeta National Headquarters, to the attention of the Chapter Services Director postmarked by **November 10, 2007**.
3. Please submit at least one letter of recommendation from the Greek Advisor (or similar official) on your campus and one letter from your most recent/current employer (if applicable). These letters should be sent postmarked by November 10, 2007, directly to the Chapter Services Director at the address listed above.
4. Please type all information. Feel free to retype or scan the application form, if necessary.
5. Please attach a current resume with your most recent employment history.

You may use additional paper if necessary.

Delta Zeta Educational Leadership Consultant Application

Name _____ Date _____

Chapter name _____ School _____

School address _____

Cell phone _____

E-mail address _____

Permanent home address _____

Permanent home phone _____

Undergraduate major _____ Grade point average _____

Degree earned _____ Graduation date _____

Date available for work _____

Chapter offices held _____

Chapter honors _____

Campus honors, offices, and activities _____

Community activities _____

Hobbies and interests _____

Is there any reason you cannot perform all of the responsibilities as described on the Job Description? (i.e. financial commitments, personal relationships, etc.) _____

If so, please list _____

Please answer the following questions:

1. What qualities/strengths will you bring to this job?
2. How will the Sorority's consultant program enhance your career plans?
3. How could you use your chapter experiences to assist you in this position?
4. What are you hoping to gain from this position?
5. This position involves substantial travel and periods of time away from home. How will you deal with this aspect of the position?

SIGNATURES/CERTIFICATION AND RELEASE

“Authorization is given by me to have investigated any and all statements contained in this authorization form. I understand that the misrepresentation, omission of facts, or receipt of unsatisfactory references shall be cause for non-consideration of this application and if employed, cause for dismissal from the position held.”

Signature of Applicant _____ Date _____

EQUAL EMPLOYMENT POLICY

It is the policy of Delta Zeta that applicants for employment are recruited, selected, and hired, and employees are treated in all respects, on the basis of individual merit and ability. Applicants are to be recruited, selected, and hired without unlawful discrimination on the basis of race, color, religion, creed, gender, age, national origin, ancestry, disability, veteran status, or sexual orientation.

TO EDUCATIONAL LEADERSHIP CONSULTANT APPLICANT: Please forward this form to your College Chapter Director (CCD) and Regional Collegiate Coordinator (RCC). Include a stamped envelope addressed to Delta Zeta National Headquarters.

**College Chapter Director
Regional Collegiate Coordinator
EDUCATIONAL LEADERSHIP CONSULTANT RECOMMENDATION FORM**

Please complete this form and send it to: Delta Zeta National Headquarters, Attn: Chapter Services Director, 202 East Church Street, Oxford, OH 45056. **All forms should be postmarked by November 10, 2007.** Please feel free to reproduce this form on your computer.

It is essential that you be completely candid in evaluating each Educational Leadership Consultant applicant. Your remarks will be shared only with the Educational Leadership Consultant selection team.

Please evaluate the candidate in each category using the following scale:

1-Outstanding 2-Very Good 3-Good 4-Fair

Applicant's Name _____

Chapter/School _____

Knowledge of Chapter Operation **Score** _____
Comment on applicant's understanding of chapter mechanics, programming, bylaws, and policies.

Personal Skills **Score** _____
Comment on applicant's ability to establish rapport and to generate enthusiasm.

Problem Solving/Analytical Skills **Score** _____
Comment on applicant's ability to analyze problems and to offer solutions. How well can she deal with "difficult" people or situations.

Speaking Skills **Score** _____
Comment on applicant's ability to express herself to both small and large groups of people.

Presentation Skills

Score _____

Comment on applicant's ability to make a professional and neat appearance.

Travel and Living Conditions

Score _____

Comment on applicant's ability to remain poised and flexible when working under potentially adverse conditions (long flights, later hours, living out of a suitcase, sharing crowded living quarters etc.).

Writing and Organizational Skills

Score _____

Comment on applicant's ability to provide well-written visit reports and correspondence on a timely basis. How well does she manage her time? Does she meet deadlines?

Self-Image

Score _____

Comment on applicant's self-confidence, self-esteem, and maturity level.

Professional Image

Score _____

Comment on applicant's ability to represent Delta Zeta and to uphold the standards of professional conduct.

What is your perception of the applicant's strengths?

In what areas does the applicant need further development?

Other comments you would like to share about this applicant.

Please complete and sign this statement. Indicate your level of recommendation.

I _____ highly recommend, _____ recommend, _____ do not recommend this applicant for the Educational Leadership Consultant position.

Signed _____ CCD _____ or RCC _____

Length of time you have known applicant _____