

Applicant Information Sheet

Applicant's Name: _____

Contact Information

Address: _____

Home Telephone: _____ Work Telephone: _____

Mobile: _____ E-mail: _____

Administrative Assistant Contact Information: _____

Work Telephone: _____ E-mail: _____

Applicant's Current Employment Information

Employer Name: _____

Employer's Annual Budget: _____

Employer's Address: _____

Applicant's Title: _____

References

Reference #1 Contact Information

Name: _____

Address: _____

Telephone: _____

E-mail: _____

Reference #2 Contact Information

Name: _____

Address: _____

Telephone: _____

E-mail: _____

Two letters of reference, one from current supervisor, must be submitted with the application.

Please use separate sheets of paper for the following. Resumes will not be accepted as a substitute.

Employment

Please provide a chronological listing of your employment for the past 10 years, beginning with the most recent. Include the following: dates of employment, exact job title, employer, employer's address and phone number, nature of business, and number of workers supervised. Please describe the nature of work and accomplishments, not to exceed 100 words for each job.

Example:

November 2008 to Present
Finance Director
ABC International Health
1234 Ford Blvd
El Paso, TX 79999
915. 915. 9115

Directed and managed the finance office function including payroll, worker's compensation, accounts receivable, accounts payable and financial planning. In addition, supervised employee safety, human resources, training, and client services. Supervised 15 staff members.

Education

Please list degrees or diplomas earned, name of schools, locations, and dates attended.

Example:

Masters of Public Policy and Administration
University of New Mexico
Albuquerque, NM 87131
October 2005 – June 2008

Volunteer and Community Service

Please list volunteer activities including major civic and social activities in which you have participated. Include the following: name of organization, city and state, purpose or mission of organization, type of volunteer experience, dates of participation, awards, or recognition for service.

Reflection Items

Applications will be judged on the clarity and quality of writing, as well as the substance of narratives. Please use separate sheets of paper for each of these reflection items.

1. **Current leadership.** Provide a narrative describing your position, emphasizing current and past leadership responsibilities.
2. **Most significant professional achievement.** Describe your most significant contribution within your professional field or workplace.
3. **Most significant community contribution.** Describe your most significant contribution to your community.
4. **Lifetime goals.** Describe your life's ambition, including what you hope to accomplish or achieve.
5. **Leadership self-assessment.** Describe some of your leadership strengths and areas for growth. Address how your leadership, style, knowledge, or approach has changed over the years.
6. **Why I want to be a participant in REALIZE: A Transformational Experience For Leaders.** Describe your motivation for applying. Include what you consider to be your major strengths and qualifications for the program, and what benefits you feel are likely to result from participation.

Application Checklist

- Applicant information sheet
- Applicant background information
- Six reflection items
- Two letters of reference
 - One required from current supervisor
- REALIZE Application Contract signed



REALIZE Application Contract

I am committed to participating as a member of the REALIZE Cohort. I understand that, if selected to be a participant, I am required to attend all sessions, including off-site experiences, and agree to participate fully in REALIZE. I am also committed to completing all course assessments and activities, preparing for sessions, engaging in cohort discussions, and finishing and reflecting on independent readings.

I understand the only excused absence is a verified personal illness or family emergency. If accepted, I am required to attend every session and understand that I may be removed from REALIZE, or required to reimburse the Health Foundation, if I fail to attend any part of the experience without an excused absence. Reimbursements range from approximately \$500 for half-day in-town events to \$2,000 for missing an off-site experience. I also understand that the sponsoring organization/employer will be required to reimburse the Paso del Norte Health Foundation \$10,000, minus any fees already paid, if I am removed or quit prior to completing the REALIZE experience.

The private or for-profit fee is \$5,000; the non-profit or government fee is \$2,000. The participant and employer must share in the investment. Participants will purchase some of their own reading materials. I will be investing \$_____ and my sponsoring organization/employer will invest \$_____ to cover my participation in REALIZE. I understand that the Paso del Norte Health Foundation has committed at least \$10,000 for my participation. To assist with the application and selection process, I will be available for a one-hour candidate conversation with REALIZE graduates.

If I have questions, I will call Dr. Michael Kelly at 915-218-2619 or email questions to REALIZE@pdnhf.org.

Applicant's Name: _____

Signature: _____

Date: _____

Sponsoring Organization/Employer Name: _____

Signature for Organization: _____

Date: _____

Signature for Paso del Norte Health Foundation: _____

Date: _____

The purpose of the REALIZE experience is to inspire already effective leaders to become transformational leaders for the benefit of the region's health. REALIZE benefits both individual participants and their employer by offering the opportunity to gain and share valuable knowledge, skills, and experiences.

Applicants will have a conversation with selected REALIZE graduates to discuss and learn about the REALIZE experience. Results from the conversation along with application materials will be used by the Paso del Norte Health Foundation to seat the cohort. While many individuals may be nominated and apply, the cohort will consist of approximately 20 participants.

Applications may be e-mailed in a single PDF packaged file to REALIZE@pdnhf.org. Please contact Claudia Perez at 915-218-2628 or cperez@pdnfoundation.org for any questions.

Applicants Must Meet All the Following Criteria:

- Applicant works for an organization with an annual budget of at least \$500,000 or supervises multiple staff or volunteers.
- Applicant has at least five years of experience in population health, medical services, human services school health, or other field concerned with health.
- Applicant has a desire for personal leadership development and facilitating community or organizational change.
- Applicant is committed to applying leadership principles at the worksite or for a volunteer agency.
- Applicant's supervisor or board of directors supports the applicant in applying, attending all sessions, and completing the leadership experience.
- Applicant's supervisor understands that REALIZE is not intended to correct performance issues or to provide remedial management training.

Applicants Must Meet at Least One of the Following Criteria:

- Applicant is currently a CEO, president, executive director, or other organizational leader.
- Applicant has been identified as a potential successor to a key executive position.
- Applicant is a CFO, COO, Vice President, department leader, or other senior leader.
- Applicant is a senior volunteer leader for a regional non-profit.