

**Indiana Subcontractors Association
Leadership Development Academy Application Instructions**

General Instructions/Procedures

Program Purpose

To create a membership service recognized by the Indiana construction industry that provides ISA member companies the opportunity to engage individuals that exhibit the potential to someday become executive leadership within their organization. The program will provide real world knowledge for these individuals to grow towards becoming executive leadership.

Eligibility Guidelines

- Recommended and supported by employer
- Employed in a construction related field or service
- On track in their organization to become executive level leadership
- Exhibits the competency and has the authority to apply learning to a company immediately
- Must be employed by a company that is current with ISA membership dues

Where Do I Submit the Application?

ISA
c/o Leadership Development Academy
8909 Purdue Road, Suite 130
Indianapolis, IN 46268

Deadline to Submit Application and Supporting Documents

October 10, 2017, no later than 5:00 PM EST for the class that runs from January 2018 through June 2019
Only complete submissions will be accepted.

When and What Will I Hear from ISA?

Upon receiving all application materials and supporting documents before or on the deadline, a selection committee will meet to decide on placement for the 25 spots available (numbers may vary based on interest level). All applicants will receive either an email stating he/she has been accepted or not accepted. The email will provide further direction for those that are accepted.

Cost to Submit

\$150 non-refundable submission fee (applied toward your fee is accepted and placed)

Fee to Attend Academy

\$3000 per attendee

**ONLY ONLINE APPLICATIONS ARE ACCEPTED. THIS DOCUMENT IS
FOR REFERENCE ONLY.**

**Indiana Subcontractors Association
Leadership Development Academy Application**

Part 1: Applicant Information

Section 1: Personal Information

Mr., Ms.

Last Name, First Name, Middle Initial

Business Address

Direct Phone

Cell Phone

(by providing you agree to text message from ISA for the purposes of the Leadership Academy. Check with your carrier for rates and charges that may apply.)

Email

Present Employer

Present position title

If you have submitted a prior application, has your name changed since that time?

Section 2: Goals/Objectives

Objectives for attendance at the academy

Career goals

Explanation of why you are a good candidate for the academy

Section 3: Conditions of Application

Conditions of Application

By signing your name to this document, you are acknowledging that you have read, understood, and you accept the following conditions. Your application will not be processed without your signature.

I Understand That:

1. By signing this document, I agree to the conditions set forth by this program.
2. The ISA LDA fees, rules and procedures have been provided to me. ISA LDA fees, policies and procedures are subject to change without notice. Such changes, along with dates for their implementation will be posted on the website as early as possible.
3. On a prescribed date, or upon publication of a new version of any program description, form, policy, procedure, or fee, all previous versions are considered obsolete. The effective date for each will be printed on the appropriate document.
4. The ISA and the ISA LDA logo are sole property of ISA and may not be used without written permission.
5. Each applicant is responsible for informing ISA of any address or change in contact information in a timely manner to receive correspondence.
6. ISA LDA graduation does not constitute a license to practice engineering or construction.
7. I commit to attending all classes and understand that I may be disqualified for attendance issues.
8. I understand that the academy is for educational purposes only and that ISA, the instructors, and/or anyone else affiliated with the class is not responsible for your company's success and/or business practices.

Signature:

Printed:

Date:

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Part 2: Work History

What is a "position?" Every time your employer or job title changes, you have a new position.

What is "responsibility?" Each position carries with it several areas of responsibility. All responsibilities should be listed, whether or not they are directly related to the construction field. Provide the details of what kind of work you are actually doing to fulfill each area of responsibility. What types of systems/structures/materials do you work with and what do you do with each? What work teams are you part of and what is your role in each? What percentage of time is allocated to each responsibility?

Applicants must complete one form for each employer.

Employer
Job title
Name of supervisor
Dates position held

List below your major responsibilities in this position and a detailed description of each.

Responsibility
Description
Percent of overall time

Repeat as needed

Part 3: Endorsement

The endorsement is provided by a senior level executive within an applicant's company. The endorsement is used to evaluate the overall competence and professional character of the applicant. Additionally, the endorser serves as the mentor submitted by the company to work with the applicant throughout the academy.

This portion must be completed by a senior level executive within the applicant's firm. The endorser will serve as the corporate mentor during the academy.

Name
Position
Contact information
Email
Direct phone
Cell phone

(by providing you agree to text message from ISA for the purposes of the Leadership Academy. Check with your carrier for rates and charges that may apply.)

How long worked with applicant
Describe your professional relationship with applicant
Describe career path employer has mapped out for applicant
Overall remarks about why ISA should consider applicant for academy

Endorser's statement

I attest that all of the information I have provided is, to the best of my knowledge, true. I understand that falsifying information on this form can affect my right to serve as an endorser and mentor and can affect the applicant's status in the academy.

Signature
Printed name
Date

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