



## **Application for the Fellowship Placement Pilot Program for 2012**

The U.S. Department of Housing and Urban Development (HUD) is currently accepting applications for its 2012 Fellowship Placement Pilot Program. The fellowship program is a competitive program that will select up to 30 fellows for an initial class. Fellows will receive a stipend of **\$XX** and work for two year terms (24 months) in local government positions to help supplement existing local capacity. The expected start date for fellows is: **XX**

Under the fellowship program, six pilot cities have been selected to receive fellows. Fellows will be relocated in any of the six pilot cities which are:

- **XXX**

ONLY non-federal employees can apply.

ONLY Applicants that are deemed qualified will be contacted by a fellowship committee member within **XX days of the deadline**.

### QUALIFICATIONS

To be considered as a fellow, applicants must:

1. Be a U.S. citizen;
2. Have 3 -5 years of work experience, where candidates with graduate degrees are preferred;
3. Make a 2 year (24 month) commitment, and be willing to relocate to a pilot city (the program **will not** pay relocation expenses);
4. Have prior experience in the area of community development, economic development, community or other public service, or related field;
5. Be a problem solver, critical thinker and potential manager;
6. Have a proven track record of entrepreneurship or social entrepreneurship, ability to work through bureaucracies to get things done; and
7. Demonstrate a commitment and passion to public service.

### NECESSARY DOCUMENTS

All documents must be submitted together to be considered for the fellowship program.

1. Fellowship Placement Pilot Program Application Form.
2. A current resume.
3. An official college transcript of undergraduate (and if applicable graduate) level coursework that is sealed.
4. Three letters of recommendation, addressed to the U.S. Department of Urban Development. One must be written by an employer who can speak to your work.



5. Your responses to the essay questions in the application.

### DEADLINE AND SUBMISSION

All required documents including answers to ALL questions, official transcripts and letter of recommendation must be received by the **DATE** to be considered for the fellowship program. Please send all documents to: **ADDRESS**

If you have more questions, please e-mail us at **EMAIL**.

### Privacy Act Statement

This collection is authorized by sections 7(d) and 7(k) of the Department of Housing and Urban Development Act (42 U.S.C. 3535(d) and (k)).

Each individual seeking to participate in the Fellowship Placement Program as a Fellow must submit the information requested by HUD so that HUD and the Administrator of the fellowship program may assess the individual's eligibility and qualifications to be a Fellow. The information requested is required for participation in the fellowship program and is therefore mandatory.

The information is permitted under the Privacy Act of 1974 (Title 5 U.S.C. 552a).



## Fellowship Placement Pilot Program Application Form

(Please Type or Print)

<b>Name of Applicant (First, Middle, Last):</b>					
<b>Mailing Address (city, state, zip code):</b>					
<b>Permanent Address (city, state, zip code):</b>					
<b>Telephone No ( include area code):</b>					
<b>E-mail Address:</b>					
<b>Date of Birth:</b>		<b>U.S. Citizen Y/N:</b>		<b>Social Security No.:</b>	
<b>Male/ Female:</b>		<b>Race/ Ethnicity (check one):</b>			
		<input type="checkbox"/> <b>White</b> <input type="checkbox"/> <b>Latino/Hispanic</b> <input type="checkbox"/> <b>Asian</b> <input type="checkbox"/> <b>Black/African American</b> <input type="checkbox"/> <b>American Indian and Alaska Native</b> <input type="checkbox"/> <b>Native Hawaiian and other Pacific Islander</b>			

### Scholastic Record

In addition to submitting a copy of an official transcript for all undergraduate and graduate level coursework, please complete the information below.

<b>Graduate College (if applicable):</b>		<b>City, State:</b>	
<b>Graduate Degree (if applicable) in:</b>			
<b>Graduate Degree Year Obtained:</b>		<b>GPA:</b>	
<b>Undergraduate College:</b>		<b>City, State:</b>	
<b>Undergraduate degree in:</b>			
<b>Undergraduate degree Year Obtained:</b>		<b>GPA:</b>	
<b>High School:</b>		<b>City, State</b>	



<b>Highest Degree Completed: AA, BA, BS, MA, MS, PHD Other:</b>	
<b>Anticipated Completion Date of the Current Study Program (if applicable):</b>	

## **Employment Information**

Please submit a copy of your resume with this application. Your resume **MUST** include the following information to be considered valid:

- Your name, address, phone number, email
- Employer name, address, phone number
- Duration of employment (please include month and year)
- Your position title
- Key duties

OPTIONAL: Please include relevant awards and training certificates that you have received in the past. For awards, please include:

- Name of the award
- Year received
- Name of the organization that gave the award
- What the award was for

For training certificates, please include:

- Name of the organization that provided you with training;
- Year of training certification earned;
- What the training certification was for

## **Letters of Recommendation**

Please include three letters of recommendation with your application. At least one recommendation must be from an employer who can speak to the quality of your work. Please note that the fellowship committee, in reviewing your application, may reach out to the recommender if you are selected for consideration.

## **Essay Questions**

On a separate piece of paper, please answer each of the following questions below.

At the top, left hand corner, please write your full name.

Your responses should be typed in a standard font no smaller than 10 point font.

Your responses to **each** of the questions must be 250 words or less.

1. Why do you want to be a fellow in the Fellowship Placement Pilot Program?



2. What makes you qualified to be a fellow? Please describe your relevant background and professional experience in your answer. Please also include any leadership roles you have taken in the past.
3. Please describe a key challenge you faced in your professional job, the issues of the challenge, and how you overcame or solved that challenge.