



City Hall Fellows Application Checklist

Deadline: March 12, 2015 at 11:59pm PST

Please make sure you are ready to complete the application before accessing it on-line. You will NOT be able to save a partially-completed application online and edit it later.

Part I – Applicant Information

- ☐ Name; Address; E-mail; Phone number
- ☐ Undergraduate School; Major; Date of Graduation (MM/DD/YYYY)
- ☐ Hometown; State; Zip Code
- ☐ City Applying For (San Francisco)
- ☐ Are you legally authorized to live and work in the U.S.? (Yes/No)
- ☐ Have you ever worked for the San Francisco city government? (Yes/No; if yes, please briefly state when and in what capacity)
- ☐ Have you ever applied for City Hall Fellows before? (Yes/No; if yes, please state when)

Part II - Essays

- ☐ What do you hope to get out of being a City Hall Fellow and how do you expect to put the experience to use later in your career? (*Word limit: 300 words*)
- ☐ Tell us why you feel connected to San Francisco. Why do you want to work there, for its people? (*Word limit: 250 words*)
- ☐ Imagine you are the Mayor of San Francisco. Tell us one policy or initiative you would enact and how you would go about implementing it. Be specific and concrete. (*Word limit: 600 words*)
- ☐ *Optional*: What would you like us to know that you haven't already shared in another part of this application? (*Word limit: 500 words*)

Part III – Attachments – (See Application Handbook for proper formatting of files)

- ☐ One-page résumé (PDF format)
- ☐ Transcript (does not need to be official; non-encrypted PDF format)
- ☐ Full name of Recommender; Relationship; Title and Institution
- ☐ Recommendation (PDF format preferred; can also be submitted directly by Recommender via e-mail to rec@cityhallfellows.org)

Part IV – Application Fee

- ☐ \$45 fee payable by PayPal. PayPal accepts all major credit cards and bank transfers.

Anonymous Demographic Survey (optional)

- ☐ Anonymous demographic/opinion survey – the link to the survey will be in the completed-application confirmation email.