



# WHITE HOUSE FELLOWSHIP

# SAMPLE APPLICATION

**\*This document is for reference and planning purposes. The application and three letters of recommendation must be submitted utilizing the online system no later than January 14, 2011 at 5:59.m. (EST).**

**Please go to [www.whitehouse.gov/fellows](http://www.whitehouse.gov/fellows) to access the application and full instructions on how to submit your documents, including recommendations.**

**Developing a clear, comprehensive, and competitive application is estimated to take at least 25 hours, so we encourage you to start this process as soon as possible.**

Only U.S. citizens are eligible to apply. Civilian employees of the Federal Government are not eligible. Applicants must have completed their undergraduate education and be working in their chosen professions. The President's Commission on White House Fellowships cannot consider applications from ineligible applicants, nor grant exemptions from these requirements.

The Federal Government is an equal opportunity employer. Selection is based on qualifications and performance regardless of race, color, creed, religion, sex, age, national origin, sexual orientation, or disability.

# 1. PERSONAL DATA

NAME (LAST, FIRST, MIDDLE)

Are you a U.S. Citizen?

Yes  No

Do you hold any non-U.S. citizenship?

Yes  No

IF YES, WHERE?

BIRTHDATE (MONTH/DAY/YEAR)

SOCIAL SECURITY NUMBER

HOMETOWN

OCCUPATION/PROFESSION

## **Contact Information**

(where you can be reached February-June)

MAILING ADDRESS

CITY, STATE, ZIP CODE

PRIMARY PHONE      SECONDARY PHONE

E-MAIL

## **Employment Information**

CURRENT EMPLOYER'S NAME

CURRENT EMPLOYER'S ADDRESS

CURRENT EMPLOYER'S TELEPHONE

YOUR TITLE

Are you now working for the Federal Government?  
If YES, please explain below

Yes  No

How did you hear about the White House Fellows Program?

Through a White House Fellow Alum       Attended an Outreach Event

Website (whitehouse.gov)       Media Coverage

Military       Friend/Colleague

Through my College/University       Presidential Email

Other \_\_\_\_\_

Have you ever been a White House Fellows Regional or National Finalist before?

Yes  No

If you answered Yes to the question above, please list the years and regional panel assignments. If you answered No, enter N/A or not applicable.

1. Do you possess at least a bachelor's degree in any discipline?

Yes  No

## 2. RECOMMENDER INFORMATION

Applicants must submit three references, but can provide four names if desired. Only the first three letters received will be reviewed. If a fourth recommender's letter is received, it will not be included in your application. You are responsible for ensuring that three letters are submitted by the deadline.

These letters are extremely important, and they should reveal information about you that is not mentioned in your application. It is best to have recommendations from individuals who know you well. A recommendation from a prominent person is not helpful if that individual does not personally know you. Please note that current members of the President's Commission on White House Fellowships are not permitted to provide letters of recommendation.

It is suggested that one recommendation be from an individual who can speak to your professional competence and accomplishments in your field and that at least one recommendation be from someone with knowledge of your community and civic activities. The last recommendation should be from your current supervisor if applicable. A recommendation from a prior supervisor is acceptable, but a current supervisor is preferred. Letters should not exceed two pages.

Applicants will not be able to view the letters. A confirmation email will be sent directly to you after each of your recommenders' letters are submitted.

### #3 RECOMMENDER

---

NAME

---

EMAIL

### #4 OPTIONAL RECOMMENDER

---

NAME

---

EMAIL

### # 1 RECOMMENDER

---

NAME

---

EMAIL

### #2 RECOMMENDER

---

NAME

---

EMAIL

### 3. PERSONAL DECLARATIONS

Please answer the following questions and explain on a separate sheet of paper details and resolution(s) of any question answered "yes."

1. (For Active Duty Military Personnel) I acknowledge that my commander and those who make my assignments have granted me permission to apply for the year long White House Fellowship.

Yes  No  Not Applicable

2. Have you ever been discharged from the Armed Forces under other than honorable conditions?

Yes  No

3. Have you ever been convicted of a criminal offence?

Yes  No

4. Have you ever been charged with a felony?

Yes  No

5. Have you ever been charged with a violation of any firearms or explosives laws?

Yes  No

6. Have you ever failed to meet a court-ordered child support payment?

Yes  No

7. Are you delinquent on any Federal debt?

Yes  No

8. Have you ever been suspended, disciplined, or barred from any occupation or practice by any regulatory agency, professional association, or organization because of your conduct?

Yes  No

9. Is there anything in your background that could preclude you from obtaining a security clearance?

Yes  No

10. Are you currently a registered lobbyist?

Yes  No

11. Have you ever worked for or are you now working for the Federal Government, or are you being paid by Federal Funds? (Include active duty military service).

Yes  No

## 4. RESUME SECTION

### A. EMPLOYMENT AND EDUCATIONAL HISTORY

Please provide a chronological listing of every job and educational experience you have held, beginning with the most re-cent. Include dates, employers and/or schools attended. Account for all periods of unemployment.

For educational experience:

List degree or diploma earned, name of school, location, and dates attended

If applicable, list extracurricular activities and level of participation, including any offices held

List major awards or recognitions received

For professional experience

Dates of employment

Exact job title

Employer

Employer's address and phone number (for jobs held in last 7 years)

Nature of business

Number of workers you supervised

For each professional experience, you may describe nature of work and accomplishments, not to exceed 100 words

EXAMPLE:

**11/09 to present**

**Senior VP, Acme, Ince**

8713 Nowhere drive

Tech center, USA

20008

202-202-2002

Plastics Company

Supervised 100 workers

**5/09 to 11/09**

**Unemployed/job search**

**10/05 to 5/09**

**Masters Student, University College**

Master of Public Policy and Administration

College Town, USA

Student Class President 07-09; President, Chinese Language Club

### B. VOLUNTARY AND PROFESSIONAL ACTIVITIES

List all voluntary activities including major civic activities in which you have participated. Also list all professional activities, including major business and professional activities. Use the following format:

Name of Organization

City and State

Purpose or objective of organization

Size of Organization

Your level of participation

Dates of participation

Awards or recognition you received

## 5. ESSAY SECTION

You will be judged on the clarity and quality of your writing as well as the substance of your narratives.

### A. CURRENT EMPLOYMENT

Provide a brief description of the work you currently perform. Please limit your narrative to 200 words.

### B. PAST AND FUTURE CONTRIBUTIONS

Describe what you consider to be your most significant professional accomplishment and explain how that relates to your interest in community service. In addition, discuss what you hope to accomplish by building on these contributions over your lifetime. Please limit your narrative to 500 words.

### C. MEMORANDUM FOR THE PRESIDENT

Write a memorandum for the President making a specific policy proposal. Explain why you think it is important, what issues it raises, and why you think the President should support your proposal. Please limit your memo to 500 words.

### D. MOTIVATION FOR BECOMING A WHITE HOUSE FELLOW

Describe your motivation for applying to the White House Fellowship Program, what you consider to be your major strengths and qualifications for the program, and what benefits you feel are likely to result from your participation. Please limit your narrative to 300 words.

## 6. CERTIFICATION

Applicants must certify that the information submitted to the President's Commission on White House Fellowships is valid. Failure to certify will disqualify you from consideration for the Program.

- Yes, I certify that: (1) all the information in this application is my own work; and (2) that all of the statements are factually true, complete, and honestly presented.
- No, I do not certify that: (1) all the information in this application is my own work; and (2) that all of the statements are factually true, complete, and honestly presented.

Applicants are asked to acknowledge that all complete applications will be reviewed by outside readers on behalf of the President's Commission on White House Fellowships. In addition, National Finalists will be subject to investigation and verification by duly accredited investigators of the Federal Government. Failure to acknowledge this statement will disqualify you from consideration for the White House Fellowship Program.

- Yes, I acknowledge and understand that my application may be reviewed by individuals on behalf of the Commission and/or the Commission staff and that if selected as a National Finalist, I will be subject to an investigation.
- No, I do not acknowledge and understand that my application may be reviewed by individuals on behalf of the Commission and/ or the Commission staff and that if selected as a National Finalist, I will be subject to an investigation.



# WHITE HOUSE FELLOWSHIP APPLICATION LETTERS OF RECOMMENDATION

Thank you for taking the time to write a recommendation for a White House Fellowship applicant. Your candid assessment of the applicant will help the President's Commission select the next class of White House Fellows, a small group of emerging public service leaders will be chosen to come to Washington to work for one year as paid, full-time special assistants to a high ranking government official.

The candidates chosen should display high levels of integrity, demonstrate interest in public service, show signs of leadership in their field, and would both contribute and benefit from a year working in the Federal Government. If you require more information about the Fellowship, please visit [www.whitehouse.gov/about/fellows](http://www.whitehouse.gov/about/fellows).

## **RECOMMENDATION LETTER GUIDELINES**

Recommendation letters are confidential and must be submitted via the online application system. Applicants will receive an email confirming your submission. Letters of reference should not exceed two pages in length using 12 point font. You can choose the format of the recommendation, but a traditional recommendation letter is commonly submitted. It would be very beneficial to the President's Commission if your narrative highlighted personal experiences you shared with the applicant that honestly assesses his/her leadership qualities, character, and commitment to public service. Letterhead is preferred, or at a minimum, please include your organization's name and contact information at the top of your recommendation.

Please use the following questions as guidance:

- How long and in what connection have you known the applicant?
- What are the applicant's major strengths? Please relate an occasion in which these strengths were demonstrated.
- What are the applicant's major weaknesses? Please relate an occasion in which these weaknesses were demonstrated.
- Explain why you think the candidate is committed to public service and could benefit from this Fellowship.

## **IMPORTANT NOTES:**

- The deadline for receipt of recommendation letters is January 14, 2011 at 5:59 p.m. (EST). Reference letters submitted after the deadline will not be accepted.
- The following file types are allowed: DOC (MS Word 2002), DOCX (MS Word 2007), PDF (Adobe Reader format), TXT (Text file), RTF (Rich Text Format), JPG (graphic), WPD (Word Perfect), and HTM or HTML (web page).

## PRIVACY POLICY

The President's Commission on White House Fellowships operates its competitive application process and collects personal information for evaluating applications under authority of Executive Order 11183, as amended. Submission of the information is voluntary; however, failure to furnish all the requested information may result in a delay or elimination from consideration for a fellowship. Executive Order 9397 authorizes us to request your Social Security Number to identify individual records. Furnishing your Social Security Number is voluntary and failure to provide it on this application will not affect the consideration of your application. The information you provide, or that is submitted on your behalf, may be disclosed to members of our selection committees, made up of former White House Fellows, individuals from the private sector, and/or other governmental agencies.

## PAPERWORK REDUCTION ACT

Under the Paperwork Reduction Act, no person may be required to respond to a collection on information unless it displays a valid OMB number (this form is designated with OMB Control No. 3200-0032). This form is estimated to take an average of fifteen (15) to twenty-five (25) hours to complete including time for reviewing instructions, gathering the requested personal evaluations, and completing the application. Please send comments regarding this burden estimate or any other aspect of this collection of information to the President's Commission on White House Fellowships, Washington, DC.

OMB Control No. 3200-0032