



WHITE HOUSE FELLOWSHIP

SAMPLE APPLICATION

***This document is for reference and planning purposes. The application and three letters of recommendation must be submitted via the online system. The online application will be available November 1, 2011 and must be submitted with supporting documents no later than January 13, 2012, at 5:59 PM (EST).**

Starting November 1, 2011, we ask that you please go to www.whitehouse.gov/fellows to access the application, and receive 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 can neither 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 letters of recommendation, 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. EDUCATIONAL AND EMPLOYMENT HISTORY

EDUCATIONAL

Please provide a chronological list of all schools attended including high school, beginning with the most recent. List degree or diploma earned, name of school, location, and dates attended.

EXAMPLE: **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

EMPLOYMENT

Please provide a chronological listing of every job you have held since graduating from college, beginning with the most recent. Account for all periods of unemployment.

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, describe nature of work and accomplishments, not to exceed 100 words

EXAMPLE: **11/09 to Present**

Senior Vice President, Acme, Inc.

8713 Nowhere Drive

Tech center, USA 20008

202-202-2002

Plastics Company

Supervised 100 workers

5/09 to 11/09

Unemployed/job search

B. VOLUNTARY ACTIVITIES AND AWARDS

VOLUNTARY and CIVIC ACTIVITIES

Please provide a chronological list of major voluntary, civic and professional activities you have participated in, beginning with the most recent, going back no more than ten years. 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

AWARDS AND PUBLICATIONS

Please provide a chronological list of any major awards or publications, beginning with the most recent, going back no more than five years.

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. This should expand on, not repeat, the information provided in the employment information provided in the resume section. Please limit your narrative to 200 words.

B. CONTRIBUTIONS

Describe what you consider to be your most significant professional or volunteer accomplishment that relates to your interest in public service, including the impact you made. 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 for society 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 who 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.

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 capacity 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 13, 2012 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.

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