

2 Educational/Training:

Please list all colleges and universities attended, including community college, undergraduate or graduate programs, and dates of graduation. Include all non-mandated professional workshops, institutes, conferences, etc. you attended within the past two years to enhance your professional development.

Indicate undergraduate or graduate program you are currently attending: _____

Attach a letter from your community college, undergraduate or graduate program verifying you are enrolled, including your GPA.

Name of Institute	Major/Course Title	Degree, Certificate or Credits Earned	Date(s)
Community College, Undergraduate or Graduate Program			
Programs (non-matriculated and matriculated) currently attending			
Other Professional Development Activities (past two years)			

If you need more space, attach additional sheets.

③ Employment History

Attach an up-to-date resume.

④ Personal Statement to be Included with Your Application

Please read these instructions carefully and answer all of the questions outlined below. Use 12-point type, Times New Roman font, one and a half (1½) line spacing, and use 1 inch margins all around. Submit 2-3 full pages of text and include your name and reference # in the header and the page number(s) with the total number of pages in the footer (e.g. Page 1 of 3).

Once your personal statement is drafted, set aside time for review of your responses to ensure that all requirements are met and that all questions have been answered. There should be approximately 2-3 paragraphs per response, the content should flow logically and be free of grammatical errors or typos.

STATEMENT QUESTIONS:

1. How will this degree relate to your work career developments at ACS?
2. Based on your knowledge of the namesake of this scholarship program, what were his most admirable characteristics that led him to be an effective leader and advocate for children and families?
3. Describe a situation where your work (direct service, policy, practice, program development, etc.) made a difference in a family's life.
4. What are the most outstanding challenges or opportunities facing children's services today?

⑤ Professional Development Agreement

The purpose of this agreement is to ensure that all parties (the location director, supervisor, and employee) understand that I, _____, will be afforded the opportunity to complete my professional development program as long as my job performance and attendance at the Administration for Children's Services are exemplary.

I agree to sign a contract in order to be eligible for educational support services. This contract explains that I will continue to work in good faith at the Administration for Children's Services for two years after I graduate. The educational support services offered include up to seven hours of release time and a practicum experience. The purpose of release time is to allow me to be released from my work duties in order to attend classes that are not offered during the evenings or weekends.

In addition, I understand that PDP will arrange my educational assignments and supervision in conjunction with my school. I acknowledge that the school will work with ACS to provide a sound practicum, which may be within any ACS division, or outside of ACS. I understand that all educational assignments are subject to the approval of the Deputy Commissioner of the ACS division in which I currently work and will be based on the organizational needs of the agency.

Applicant's Signature

Date

⑥ Assessment from Immediate Supervisor

Name of Applicant (Print)

Title

To Immediate Supervisor:

Please attach a one page summary or memo responding to the following questions: Describe how the employee's participation in this staff development activity will benefit your program and the agency as a whole. Please assess the applicant's present job performance. Describe how the employee utilizes his/her interpersonal helping skills (demonstrates respect, empathy, and genuineness) while working with clients and other ACS staff. Assess the applicant's ability to manage their workload and academic responsibilities. Describe how this employee demonstrates the potential to be a future leader in the agency.

Supervisor's Name

Phone #

Signature *(Signature verifies acknowledgement of request for field placement/internship only)*

CPM's Name

Phone #

Signature *(Signature verifies acknowledgement of request for field placement/internship only)*

7 Recommendation from Deputy Director

RECOMMENDATION:

- Highly Recommended
- Recommended with Reservation (*Must specify reasons in writing*)
- Recommended

By signing below, I understand that I am recommending the above ACS employee for admission into the ACS Workforce Institute Professional Development Program. In addition, this recommendation does not connote approval for release time or field placement from the agency/division.

Name of Deputy Director (Please Print)		Title	Telephone #
Signature	Date	Location	Division

8 Approval from Assistant Commissioner/Program Director

Name of Applicant (Print)	Title
Assistant Commissioner/Program Director (Print)	Title

RECOMMENDATION:

- Highly Recommended
- Recommended with Reservation (*Please specify reasons in writing*)
- Recommended
- Do Not Recommend (*Please specify reasons in writing*)

I understand that by signing this recommendation, I agree to allow the above employee to take up to seven hours of release time to attend courses and participate in any full-time practicum required to obtain the specified degree, as long as the employee maintains a strong job performance and attendance with respect to his or her employment with ACS.

Name of Borough Commissioner/Program Director or designee		Title
Signature	Date	
Location	Division	Telephone #