

## APPLICATION INSTRUCTIONS

Please read the following instructions carefully and **submit your application prior to the deadline of November 30, 2019**. Incomplete or late applications will not be considered by the selection committee.

### The application consists of three parts:

1. **Complete the fillable online application form.**
2. **Submit two letters of reference.** The first is a letter from your priest, chair of a committee in your church or other persons who have worked with you in your parish. The second is a professional or personal letter of reference from someone (not a relative) who can speak to your leadership abilities such as a manager from your place of work or volunteer activities, professor or other individual. Please include the contact information of your references.

#### **Suggested content for the letters should include:**

- a. Relationship with the candidate
- b. Leadership ability
- c. Catholic values in action
- d. Why do you think this candidate would make a good candidate for the program?

3. **You are required to write a 500-word essay which answers the following:**

- What is your leadership goal?
- Where do you see yourself in 3-5 years?
- What would others say about you as a leader?
- How would you use your foundation in Catholic values to move the vision of the Foundation and women's Catholic leadership forward?
- What attributes do you have that would contribute to the learning of yourself and others in the group?
- Other information you would like the Selection Committee to know about you as a leader.

**Please attach to the application one PDF file with all the supporting documents.** Multiple files will not be accepted. Note: the application form is only fillable once it has been downloaded.

### **How to compile multiple PDF documents:**

1. Download the fillable PDF application form.
2. Once completed, have the application form open.
3. Select 'Tools'
4. Select 'Insert from file'
5. Locate files and hit 'Select'
6. Select 'Last' when asked where to insert the file.

If you do not have the program to complete this step, please submit the required files as separate documents and the office will assist. Incomplete applications will not be accepted so ensure all files are included.

## PROGRAM FEES

The total cost of the Program including travel, meals and accommodation at Saint Paul University in Ottawa is \$10,000. **Each participant is responsible for paying a Program fee of \$1,000 (payable on acceptance to the Program).**

PROGRAM APPLICATION

<b>First Name</b>				<b>Last Name</b>			
<b>Email Address</b>				<b>Mailing Address</b>			
<b>City</b>			<b>Province</b>		<b>Postal Code</b>		
<b>Home Phone</b>				<b>Cell Phone</b>			
<b>Parish</b>				<b>Diocese</b>			
<b>Age Range</b>	<input type="checkbox"/> 21 – 30	<input type="checkbox"/> 31 – 40	<input type="checkbox"/> 41 – 50	<input type="checkbox"/> 51 – 60	<input type="checkbox"/> 61 – 70	<input type="checkbox"/> 71 +	<input type="checkbox"/> Prefer not to answer
<b>Do you identify with an ethnic group? If yes, which one(s)</b>							

EDUCATION AND EXPERIENCE

<b>Highest level of education achieved</b>	<input type="checkbox"/> Secondary	<input type="checkbox"/> Post-Secondary
<b>Current Occupation</b>		
<b>Please list work and/or volunteer experience over the last five years in the spaces provided below.</b>		
<b>Please list any associations, committees, or groups that you have been involved with in the last five years in the spaces provided below.</b>		

I confirm that the above information is true to the best of my knowledge.

<b>Signature</b>

<b>Date</b>

Please complete the application and submit the requested documents by November 30, 2019 to [apply@cwlfcanada.ca](mailto:apply@cwlfcanada.ca).