

# National Head Start Fellowships Application Instructions

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## INSTRUCTIONS

This document will enable you to prepare your responses for the 2012-2013 National Head Start Fellowships online application. To submit your answers, please go to the Early Childhood Learning and Knowledge Center (ECLKC) at <http://eclkc.ohs.acf.hhs.gov/hslc>.

The deadline to submit your application materials is January 15, 2012, at 11:59 p.m. Eastern Time. In addition to completing the online application form, we must receive three to five recommendations from people of your choice. Please note that your application will not be complete until both the application and the three to five recommendations have been submitted online.

Only U.S. citizens are eligible to apply. Employees of the Federal government are not eligible. Applicants must have completed their undergraduate education and be working in their chosen professions.

The Federal government and its contractors are equal opportunity employers. Appointment to a Fellowship is based on qualifications and performance, regardless of race, creed, religion, sex, age, marital status, national origin, sexual orientation, disability, or any other basis prohibited by applicable laws.

# National Head Start Fellowships Application

## PART 1 - Personal Data

PREFIX  Mr.  Mrs.  Ms.  Other

NAME (LAST, FIRST, MIDDLE)

OTHER NAMES USED

BIRTHDATE (MONTH/DAY/YEAR)

HOME ADDRESS: STREET

CITY STATE ZIP

HOME PHONE CELL PHONE

PREFERRED E-MAIL ADDRESS

CURRENT EMPLOYER'S NAME

YOUR JOB TITLE

CURRENT EMPLOYER'S ADDRESS: STREET

CITY

STATE ZIP

## PART 2 - Personal Declarations

Are you a U.S. citizen?  Yes  No

For the following questions, please explain details and resolution of any question answered "yes."

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

Yes  No

Have you ever been convicted of a criminal offense?

Yes  No

Have you ever been charged with a felony?

Yes  No

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

Yes  No

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

Yes  No

Are you delinquent on any Federal debt?

Yes  No

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

Is there anything in your background that could preclude you from passing a background check?

Yes  No

Are you currently a registered lobbyist?

Yes  No

## PART 3 - Recommendations

Your application package must include a minimum of 3 and a maximum of 5 letters of recommendation from people who know you well and have direct knowledge of your qualifications and character. At least one should have professional competence in your field, at least one should have knowledge of your professional accomplishments, and knowledge of your voluntary activities in civic or professional organizations.

Please submit the names and email addresses of your recommenders. They will each receive an email with instructions on how to submit their recommendation. Important notes:

-- Your application will be disqualified if you have fewer than three recommendations.

-- You will not be able to view recommendation letters.

-- Letters submitted by mail will not be accepted.

Please note that applications will not be complete until both the application and the 3-5 recommendations have been submitted online. You will be able to monitor the status of your application, including letters of recommendation received, by logging onto the Apply Online section of the Fellowships website.

The questions that will be sent to your recommenders are provided on the last page of these instructions.

## PART 4 - Educational Background

List all schools attended since high school with the degree earned, the name of each school, and its location, beginning with the highest degree attained.

### EXAMPLE

M.P.A., Mega University, Anytown, USA, 8/89–6/90  
B.S., Elk College, Psychology, Anothertown, USA, 8/86–6/89

## PART 5 - Work Experience

**A. List information about your employment history.** Work back from your current position, account for all employment that is relevant to the Fellowships Program, and describe any gaps in time. Use the following as a guide:

Dates of employment  
Exact job title  
Employer's name  
Employer's address and telephone number  
Nature of the "business"  
Number of workers you supervised  
Current salary (for current position only)  
Description of work performed

For each, you may provide a brief narrative description of work you performed, not to exceed 200 words for your current position and 100 words for each previous position. Describe any outstanding contributions made by you and list any citations, awards, or significant promotions.

### EXAMPLE

6/94–present  
Parent Services Coordinator  
ABC Child Care Center  
1234 C Street, Anytown, USA 54321  
909-444-4321  
Adult education and parent involvement  
Supervise 2 part-time family advocates  
Paid \$33,000/year

## B. Head Start/Child Care Experience

Number of years' experience working with local Head Start and/or child care program, if any.

- Less than 1 year
- 1-2 years
- 3-5 years
- 6-10 years
- 10-15 years
- Other \_\_\_\_\_

## PART 6 - Voluntary Activities and Community Involvement

List voluntary and community involvement activity that is not part of your job and for which you are not paid. Provide the types of information given in the following examples.

### EXAMPLES

The Bay City Urban League - Project ADVANCE  
Bay City, USA  
Provide teen parents with career education and job placements, using volunteer counselors  
Co-founder of project; currently secretary-treasurer of the advisory committee  
8/93–present  
Community Leader of the Year Award

Sunshine County Head Start Association  
Sun City, USA  
Training and participation for Head Start parents and teachers, advocacy, and inter-agency cooperation  
Chair of the training committee  
1994–present

## PART 7 - Essays

### A. Most Significant Achievement Essay

Describe in 300 words or fewer what you consider to be your most significant achievement—either as a professional or in community service.

### B. Fellowship Essay

Compose an essay of 300 words or fewer on the topic "What I Would Hope to Gain From a Head Start Fellowship."

### C. Proposal

Write a memorandum to the Office of Head Start (OHS) making a specific proposal for improving services to children. Explain why you think it is important, what issues it raises, and why you think OHS should support your proposal. Please limit your memo to 500 words.

## **PART 8 - Certification**

I certify that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I know and understand that any or all items contained herein may be reviewed by the Administration for Children and Families and are subject to investigation or verification. I consent to the full release of all information concerning my capacity and fitness by employers, educational institutions (who are authorized to release my academic records), law enforcement agencies, and other individuals and agencies to duly accredited investigators of the Federal government for that purpose.

Certify and Submit: By clicking on the “Certify and Submit” button, you affirming that the statement is true and correct.

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## **Privacy Act and Public Burden Statements**

Information provided by applicants will be used only in the selection of National Head Start Fellows to participate in this program, and to support program management functions, including designing training and making appropriate work placement assignments.

According to the Paperwork Reduction Act, as amended, an agency may not conduct or sponsor and no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 24 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

OMB NO. 0970-0140

# National Head Start Fellowships Application

## Candidate Recommendation

The following questions should be addressed in the Candidate Recommendation for the National Head Start Fellowships program. The application will not be complete until 3-5 recommendations have been submitted online.

1. How long and in what capacity have you known the candidate?
2. What are the candidate's major strengths and areas for improvement?
3. What impact has the candidate had on his or her professional field?
4. What impact has this individual had in the community, outside his or her professional realm?
5. How would you describe this candidate's communication skills?
6. How would you describe this candidate's leadership skills?
7. How would you describe this candidate's analytical skills?
8. What would you expect this candidate to gain from a Head Start Fellowship?
9. What would you expect this candidate to be doing in five years?

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The National Head Start Fellowships program seeks to provide skilled and highly motivated individuals with first-hand experiences that provide a national perspective into the operations of OHS and other Federal programs serving children and families. The National Head Start Fellowships program is managed by the Administration for Children and Families, Office of Head Start.