



# Eligibility, Commitment, Application & Selection Process

September 2017–August 2018 Class XI

**Deadline: August 18, 2017**

*Sponsored by the Leadership & Management Committee*

## ELIGIBILITY CRITERIA

To be eligible for APWA's Emerging Leaders Academy, candidates **must** be:

- Individuals who have been working in the field of public works or performing public works-related functions for **no more than ten years** or have been working for longer than 10 years but have been promoted into their **first leadership role within the past three years**. (Note: the total number of years includes public works-related employment at both public and private agencies.)
- Interest in advancing their careers within the public works profession.
- Committed to **full participation** in all Emerging Leader Academy assignments and activities, with the **full** support of their agency's executive leadership.

## COMMITMENT

- Participation on monthly Emerging Leaders Academy class conference calls
- **Timely submission of program-related homework assignments**
- Attendance at the Emerging Leaders Academy Retreat in Kansas City, MO (**October 26-28, 2017**)
- Attendance at the APWA PWX (Public Works Expo) in **Kansas City, MO (August 26-29, 2018)**
- Financial support from designated sponsor for attendance at PWX in Kansas City, in August 2018 (**Note: this includes PWX registration fee, round-trip travel costs, hotel accommodations and meals**).
- Completion of class project
- Member of APWA (if not a current member)

## APPLICATION PROCESS

The deadline for receipt of applications and supporting materials for the next class (September 2017 – August 2018) is **Friday, August 18, 2017**.

Selected applicants will be notified by Thursday, September 21, 2017.

**A completed application packet includes five components:**

- Current resume (no more than two pages long).
- Program Agreement Form, signed by the applicant, the applicant's department or division head, and the applicant's financial sponsor **confirming support for attendance at PWX in Kansas City, MO**.
- Letter of recommendation from a colleague in public works profession (e.g., co-worker, mentor, colleague from another organization, etc.).
- Letter of recommendation from the applicant's immediate supervisor.
- A completed and signed application form **received on or before Friday, August 18, 2017**. Applications may be emailed to [dcross@apwa.net](mailto:dcross@apwa.net) or mailed to APWA, 1200 Main, Suite 1400, Kansas City, MO 64105-2100.

## SELECTION CRITERIA

Successful candidates have:

- Demonstrated a commitment to leadership in their organization and their community.
- Sought growth in responsibility in their organization.
- Envisioned a more significant leadership role in their organization and their community in the future.
- Clearly defined goals.
- A willingness to contribute to the success of the Emerging Leaders Academy class.
- Submitted a complete application package to be received by APWA no later than Friday, August 18, 2017.

NOTE: For each successful applicant, APWA National will pay for all approved Emerging Leaders Academy-related expenses EXCEPT costs associated with attendance at the 2018 APWA PWX.





# Application Form – Page 1

September 2017–August 2018 Class XI

*Deadline: August 18, 2017*

[www.apwa.net/emergingleaders](http://www.apwa.net/emergingleaders)

## SECTION 1

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Organization \_\_\_\_\_

WorkAddress \_\_\_\_\_

WorkPhone \_\_\_\_\_ E-mail \_\_\_\_\_

How many years have you been in the public works profession or public works related field (including employment at both public and private agencies)? \_\_\_\_\_

What is your status? (Please check one)

- Student
- Consultant
- Municipal government
- County government
- Provincial government
- Other \_\_\_\_\_

How did you become aware of this program? (Please check one)

- Website
- Advertisement in APWA Reporter
- infoNOW
- APWA chapter colleague
- Other \_\_\_\_\_

What is your educational background (list degrees, relevant coursework, etc.)?

What is your involvement, if any, in APWA national, chapter, or branch activities?

Who will be the financial sponsor of your participation?    Employer    Chapter/Branch    Self    Other

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Organization \_\_\_\_\_

WorkAddress \_\_\_\_\_

WorkPhone \_\_\_\_\_ Email \_\_\_\_\_



# Application Form – Page 2

September 2017–August 2018 Class XI

**Deadline: August 18, 2017**

[www.apwa.net/emergingleaders](http://www.apwa.net/emergingleaders)

## SECTION 2

The successful Emerging Leaders Academy candidate must be able to assist in the achievement of the program’s activities. By answering the questions below, please explain your experiences, abilities, and strengths and how you would use them to advance the program. Your specific responses should not be more than 150 words per question. Please include your name on all pages.

**Question 1:** Tell us about your reasons for applying to be an APWA Emerging Leader. Please address the knowledge and skills you hope to gain from participating in the program.

**Question 2:** Describe a situation, event or activity that demonstrates your ability to be a change agent or innovator, or where you have pushed the boundaries of an organization.

**Question 3:** What is your leadership philosophy, and how have you exemplified these qualities in your work, community, etc.?

**Question 4:** How do you expect to contribute to the program? What personal and professional strengths can you offer the other participants?

## SECTION 3

### Application Checklist\*

- A current resume (no more than two pages long)
- A Program Agreement Form, signed by **you, your agency’s department or division head, and your financial sponsor**
- A letter of recommendation from a *colleague* in the public works profession (e.g., co-worker, mentor, colleague from another organization, etc.)
- A letter of recommendation from your *immediate supervisor*
- A signed and completed application form, including question responses from Section 2, above

*\*Applications without applicant signature, department or division head signature, and financial sponsor signature are incomplete and will not be accepted for consideration. In addition, handwritten applications will not be accepted.*

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Applicant signature

Date

## SECTION 4

Completed applications and all supporting materials must be received **no later than Friday, August 18, 2017**. Applicants are responsible for checking to confirm receipt of application packet by APWA. Submit to:

Emerging Leaders Academy 2017-2018  
c/o Deanne Cross  
American Public Works Association  
1200 Main, Suite 1400  
Kansas City, MO 64105-2100

Email applications accepted at [dcross@apwa.net](mailto:dcross@apwa.net). Selected applicants will be notified on September 21, 2017.



# Agreement Form – Page 1

**September 2017–August 2018 Class XI**

***Deadline: August 18, 2017***

[www.apwa.net/emergingleaders](http://www.apwa.net/emergingleaders)

**Your signature on this agreement form confirms that you have read the APWA Emerging Leaders Academy program requirements and, if selected, commit to fully participate in all expectations outlined for program participants.**

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Name of Applicant

Job Title

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Organization

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WorkAddress

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WorkPhone

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E-mail Address

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Signature

Date



# Agreement Form – Page 2

## September 2017–August 2018 Class XI

**Deadline: August 18, 2017**

[www.apwa.net/emergingleaders](http://www.apwa.net/emergingleaders)

### This section is to be signed by the applicant’s department or division head

This is to confirm that \_\_\_\_\_ agrees to support this applicant’s **participation** in all Emerging Leaders Academy (ELA) activities including participation in monthly conference calls and homework assignments, attendance at the October ELA retreat in Kansas City and attendance at the August 2018 APWA PWX (Public Works Exposition) in Kansas City.

\_\_\_\_\_  
Signature of department or division head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of department or division head

### This section is to be signed by the applicant’s *FINANCIAL SPONSOR*.

This is to confirm that \_\_\_\_\_ agrees (if the applicant is selected) to: 1) **financially support** this applicant’s attendance at the APWA PWX (including payment of the PWX registration fee, round-trip travel costs, hotel accommodations, and meals) and 2) pay for a one-year APWA membership if the applicant is not currently a member.

\_\_\_\_\_  
Signature of financial sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of financial sponsor

Completed applications must be received by **Friday, August 18, 2017**. Submit this form with the application and other required materials.

