

*Allegheny County Department of Human Services Scholars in Local Government*



**Application**

**Contact Information**

<b>Last Name:</b>		<b>First Name:</b>		<b>M. I.:</b>
<b>Current Street Address:</b>				
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Valid Until:</b>	
<b>Phone:</b>		<b>Alternate Phone:</b>		
<b>Email:</b>				
<b>What is the best way to contact you?</b>				

**Education**

<b>Institution Name</b>	<b>Area(s) Of Study</b>	<b>Degree Date</b>	<b>Degree Expected</b>

**Letters of Recommendation** N

Please list the name and contact information for the individuals providing your letters of recommendation below. Letters may be submitted in a signed and sealed envelope by the applicant, or they may be emailed to [Scholars@alleghenycounty.us](mailto:Scholars@alleghenycounty.us) directly from the recommender.

Name	Title	Phone Number

## Essays

In order to ensure consistency between applications, please observe the following guidelines in preparing your essays:

- Begin each essay on a separate piece of paper.
- Restate the essay question at the beginning of each essay.
- Your full name and the essay number should appear on the upper right corner of each page. The page number should appear in the bottom right corner of each page.
- Use 12-point font size and one-inch margins on all sides throughout your responses.
- Use Times New Roman font.
- Use 1.5 line spacing.
- Limit each essay to the page limits specified below.
- Do not use paper clips or staples in assembling your application.

### *Essay Questions:*

1. What are your short-term and long-term professional aspirations? How will your participation in the Scholars in Local Government Program help you to realize your goals? (2 pages max)
2. Identify something that makes you unique and discuss how this will impact your contribution to DHS. (1 page max)
3. Identify a significant policy problem of interest to you, and a government official who may be interested in this issue. Write a memo to them explaining the problem, why it is important, how it impacts the lives of people in the region, and how you would go about finding/implementing a solution. (3 pages max)

## Selection Process

Applications will be scored as follows:

- Resume (20 points)
- Essay 1 (10 points)
- Essay 2 (10 points)
- Essay 3 (20 points)

<http://www.alleghenycounty.us/Human-Services/Careers/Scholars-in-Local-Government.aspx>

- Transcripts (20 points)
- Letters of Recommendation (20 points)

Application materials must be submitted and postmarked no later than the date listed on the Scholars in Local Government webpage.

## Declaration on Applying

In submitting this application, you affirm that you have reviewed the entire application and that, to the best of your belief and knowledge, the information you have given is true and accurate. If accepted as a Scholar, you further understand:

- That except for circumstances beyond your control, you will complete the program in its entirety.
- That DHS may dismiss you from the program if your performance proves unsatisfactory because of lack of interest or ability; unsatisfactory attendance, progress or conduct; or any reason deemed by DHS to be detrimental to the overall program.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Application Checklist

- A fully completed application form
- A professional résumé
- Essay 1
- Essay 2
- Essay 3
- Two letters of recommendation (one from an academic institution and one from an employer)
- Official transcript from every post-secondary educational institution attended

### Completed application should be mailed to:

Brandon Forbes  
Allegheny County Department of Human Services  
One Smithfield Street, 4th Floor  
Pittsburgh, PA 15222