



APPLICATION AND SELECTION PROCESS

Please make sure that all components of your application are received no later than Friday, April 10, 2009 to be considered for the Cleveland Executive Fellowship Program, (CEF) 2009-2010. An application checklist is provided below to help you assemble the required information.

Up to 25 finalists will be notified in April and invited to participate in a daylong interview at Selection Day, which will take place in Cleveland on Thursday, May 14, 2009. Invitations for up to 8 Fellows to join the Cleveland Executive Fellowship will be extended in July 2009. The program begins in early September of 2009.

Further information on the Fellowship is available on the Cleveland Leadership Center website at www.cleveleads.org or by contacting the Program Director, Yemi Akande, at yakande@cleveleads.org

The Cleveland Executive Fellowship embraces diversity and encourages applications from all regardless of age, race, color, gender, national or ethnic origin, political or religious affiliation, sexual orientation or physical ability.

APPLICATION REQUIREMENTS

- A fully completed application form
- A written essay, answering the questions provided
- A professional-quality resume (no more than two pages)
- Three letters of recommendation
- Official academic transcripts for all higher education institutions you attended

ADMISSION AND PROGRAM PRE-REQUISITES

The Cleveland Executive Fellowship program is for individuals with demonstrated professional achievements and an interest in enhancing their civic leadership skills and professional opportunities. Selected Fellows are diverse by sector, years of experience, gender, race and age. Qualified candidates with five years of experience and/or Masters Degree will be considered. Additionally, chosen Fellows, upon completion of the program, must fulfill a two-year residency commitment to Northeast Ohio. Visit the Cleveland Executive Fellowship page of our website at www.cleveleads.org to read the profiles of CEF alums and learn more about their Fellowship experience.

CONTACT INFORMATION

Yemi Akande
Program Director
Cleveland Executive Fellowship
1422 Euclid Avenue, Suite 940
Cleveland, OH 44115
ph. 216-592-2276
f. 216-621-7733
yakande@cleveleads.org
www.cleveleads.org

CONTACT AND SUMMARY INFORMATION

[Redacted]		
Last Name	First Name	Middle Initial or Name
[Redacted]		
Have you previously applied to the Fellows Program?	[Redacted]	If yes, when? [Redacted]
[Redacted]		
Current Street Address		
[Redacted]		
City, State, Zip	Cell phone	E-mail
[Redacted]		
Occupation (profession, student, etc.)	Employer/School	
[Redacted]		
Until what date will your current address apply?		
[Redacted]		
Permanent Street Address		
[Redacted]		
City, State, Zip	Telephone Permanent	E-mail
[Redacted]		
What is the best way to contact you?	Preferred contact number?	

VOLUNTARY DISCLOSURE OF SELF – IDENTIFICATION

While it is your choice to provide us with the following information, it is important to CEF that we are successful in our efforts to reach a diverse constituency. We appreciate you providing us with the following demographic information to help gauge the success of these efforts.

Date of birth:	[Redacted]	Gender:	[Redacted]
Hometown (City, State, Country):	[Redacted]	[Redacted]	[Redacted]
Race/Ethnicity:	[Redacted]	[Redacted]	[Redacted]
First Language:	[Redacted]	[Redacted]	[Redacted]
Other languages spoken:	[Redacted]	[Redacted]	[Redacted]

CEF OUTREACH AND RECRUITMENT

To assist the Cleveland Executive Fellowship in improving our public information and recruitment program, please state where and how you learned about the program. Please be as specific as possible. (Put an X in appropriate box).

<input type="checkbox"/>	Colleague/Friend:	
<input type="checkbox"/>	CEF Alumna/us:	
<input type="checkbox"/>	Publication:	
<input type="checkbox"/>	Website/link:	
<input type="checkbox"/>	E-mail Announcement (Type):	
<input type="checkbox"/>	Other Program Referral:	
<input type="checkbox"/>	Open House:	
<input type="checkbox"/>	Career Fair:	
<input type="checkbox"/>	Career Center:	
<input type="checkbox"/>	Professor:	
<input type="checkbox"/>	Other:	

Please list other graduate, fellowship, or professional opportunities to which you are applying:

DECLARATION OF APPLYING

In submitting this application, you affirm that you have read this complete application and that to the best of your belief and knowledge, the information you have provided is true and accurate and if accepted to the fellowship program, you further understand:

- ◆ That, except for circumstances beyond your control, you will complete the program in its entirety
- ◆ That the status The Cleveland Leadership Center as a nonprofit, nonpartisan, and tax exempt organization frequently constrains political advocacy on public issues; As participants in this educational program, operated The Cleveland Leadership Center and funded by The Cleveland Foundation, fellows are therefore expected to respect and abide by these limitations during the fellowship year
- ◆ That confidentiality of information learned or shared on assignment and throughout the fellowship is essential. Any breach of the obligation to keep confidential all information learned and shared through the fellowship is grounds for immediate dismissal from the program
- ◆ That you may be dismissed from the program if your performance proves unsatisfactory by reason of lack of interest or ability, for unsatisfactory attendance, progress or conduct, for breach of confidentiality or information learned or shared on assignment or otherwise through the fellowship or for any other reason deemed to be detrimental to the overall program

Your signature below affirms your **Declaration on Applying**.

Please print your name on this line

Signature

Date

I. Resume

I. Professional Experience: Please provide brief descriptions of your work history beginning with your most recent position.

Company Name & Address	Salary	Dates of Employment	Positions Held and Descriptions of Duties		Reason for Leaving
Employer	Starting Salary	Date Hired			
Street Address	Ending Salary	Separation Date			
City & State	Name, Title and Phone Number of Immediate Supervisor				

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Street Address	Ending Salary	Separation Date			
City & State	Name, Title and Phone Number of Immediate Supervisor				

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Street Address	Ending Salary	Separation Date			
City & State	Name, Title and Phone Number of Immediate Supervisor				

II. Education

Name of School	Address	Course of Study	Years Completed	Degree	G.P.A.

III. Related Experience: Please use the following space to list awards, publications, volunteer work, civic memberships, certifications, licenses, etc.

IV. Additional Skills and Qualifications: Please use this space to provide any other information you would like to provide, for example, technology skills, languages spoken, significant travel, etc.

ESSAY

This Fellowship is an intensive group experience designed to attract people who are rising towards leadership positions in the Cleveland region. It uses Greater Cleveland and its institutions both as its classroom and laboratory.

ESSAY QUESTION:

All applicants will respond to questions A thru E. Each response should be no longer than 500 words, unless otherwise noted.

- A. How would you contribute and what do you see yourself doing in your community in the year following the Cleveland Executive Fellowship? Be specific about what you would do.
- B. Provide a brief summary of what you see yourself doing in five to ten years. What roles or jobs do you see yourself fulfilling? What kinds of leadership contributions would you like to be making to: a) to Northeast Ohio, and b) public sector as a whole? Be specific.
- C. Summarize briefly (in a paragraph of no more than 250 words) a situation in which you provided leadership. (Whether you were successful in reaching your leadership goal is less important to this question than your process towards the goal.) Please provide some analysis.
 - a) What leadership efforts from you contributed to any degree of success?
 - b) In what ways could your leadership efforts have been improved?
 - c) What lessons did you learn from this leadership experience and how have you used those lessons for subsequent leadership efforts?
- D. In 25 words or less, what is your personal definition of leadership?
- E. Why did you choose to apply to The Cleveland Executive Fellowship Program? Why did you choose it at this point in your career? What do you hope to learn from the experience as a Fellow? Be specific.

APPLICATION SUBMISSION

Please complete and submit this entire application form. Your file will be considered complete when all of the items in the application checklist below are received at The Cleveland Executive Fellowship office. We strongly recommend that you keep a copy of your application and all materials submitted with it. Please do not submit any additional letters of recommendation or supplemental application materials other than those specifically requested in the application checklist.

Enclosed

- A fully completed application form,
- A written essay, answering the questions provided,
- A professional-quality resume (no more than two pages)
- Three letters of recommendation
- Official academic transcripts for all higher education institutions you attended

RETURN APPLICATION:

BY MAIL:

The Cleveland Executive Fellowship

The Cleveland Leadership Center
1422 Euclid Avenue, Suite 940
Cleveland, OH 44115
For questions, please call 216-592-2276

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REFERENCES

The Cleveland Executive Fellowship requires three letters of recommendation. A standard recommendation form is included in this application for you to copy and distribute. Your first reference should be from a professional setting; your second from an academic setting; and your third from a community setting.

Reference 1 (Professional Reference):

Name

Title/Organization

Street Address

City, State, Zip

Telephone (day) E-mail Address Relationship to Applicant

Reference 2 (Academic Reference):

Name

Title/Organization

Street Address

City, State, Zip

Telephone (day) E-mail Address Relationship to Applicant

Reference 3 (Community Reference):

Name

Title/Organization

Street Address

City, State, Zip

APPLICANT RECOMMENDATION: Professional Reference

Name of Applicant: _____
Last Name First Name Middle Initial or Name

Recommender's Name: _____

Instructions to Applicant: This form should be completed by a direct supervisor from a professional employment setting. Please reproduce the recommendation form and ask this recommender to seal his or her individual letter in an envelope, sign his or her name across the seal, and return the form to you. Your application will not be considered without these recommendations.

Upon receipt of this form, CEF may contact the reference by telephone for verification purposes.

Applicant Signature: _____ Date: _____

Instructions to Recommender: Thank you for taking the time to write a recommendation for the applicant to The Cleveland Executive Fellowship (CEF), a program of The Cleveland Leadership Center. CEF training prepares participants to advance and contribute rapidly and effectively in the public affairs arena utilizing an intensive year long, full-time experiential education model. Detailed information on the program can be found on our website at www.cleveleads.org. Your candid opinion of this applicant's character, intelligence, attitude and leadership qualities is most helpful.

To be successful in the program candidates must possess the following at a minimum:

- Superior abilities to cope with diverse political, economic and social environments
- Significant personal initiative and the ability to work effectively in a team
- The ability to work cooperatively in field and seminar assignments with others and handle many tasks concurrently
- Personal judgment to determine the appropriate form of personal conduct in diverse professional settings

We ask that you answer the following questions and statements on your professional letterhead (if appropriate) and include your daytime telephone number. Please also observe the following:

- Sign and date your recommendation letter
- Place it with this form in a sealed envelope
- Write your signature over the seal
- Return it to the applicant; the applicant must submit your recommendation as part of his or her application

Based on your personal experience with the candidate, please direct your comments to these specific questions:

1. How long have you known the applicant and in what capacity?
2. The Cleveland Executive Fellowship seeks candidates with intellectual honesty and the capacity for rigorous and independent thinking. To what extent have you observed these qualities in this candidate? Please cite specific examples.
3. Stamina and perseverance are essential. Please evaluate the candidate's capacity to sustain a substantial work effort over a prolonged period of time.
4. What impact has the candidate had on his or her work environment?
5. What are the candidate's strongest points?
6. Which of the candidate's professional competencies could this candidate improve upon?
7. We appreciate any evidence you can offer regarding the candidate's commitment to his or her work and willingness to take on increasing responsibilities.

APPLICANT RECOMMENDATION: Community Reference

Name of Applicant: _____
Last Name First Name Middle Initial or Name

Recommender's Name: _____

Instructions to Applicant: This form should be completed by a reference from a community volunteer setting. Please reproduce this recommendation form and ask the recommender to seal his or her individual letter in an envelope, sign his or her name across the seal, and return the form to you. Your application will not be considered without these recommendations.

Upon receipt of this form, CEF may contact the reference by telephone for verification purposes.

Applicant Signature: _____ Date: _____

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- Place it with this form in a sealed envelope
- Write your signature over the seal
- Return it to the applicant; the applicant must submit your recommendation as part of his or her application.

Based on your personal experience with the candidate, please direct your comments to these specific questions:

1. How long have you known the applicant and in what capacity?
2. Please comment on the candidate's leadership potential and provide an example.
3. Stamina and perseverance are essential. Please evaluate the candidate's capacity to sustain a substantial effort over a prolonged period of time and to see a project through to completion.
4. What impact has the candidate had in this volunteer capacity?
5. What can the candidate contribute to the Cleveland Executive Fellowship?
6. How could the candidate benefit from the Cleveland Executive Fellowship?
7. We appreciate any comment you can offer regarding the candidate's commitment to community and desire to play an active role in the public decision-making process.

APPLICANT RECOMMENDATION: Academic Reference

Name of Applicant: _____
Last Name First Name Middle Initial or Name

Recommender's Name: _____

Instructions to Applicant: This form should be completed by a reference from an academic setting. Please reproduce this recommendation form and ask the recommender to seal his or her individual letter in an envelope, sign his or her name across the seal, and return the form to you. Your application will not be considered without these recommendations. Upon receipt of this form, CEF may contact the reference by telephone for verification purposes.

Applicant Signature: _____ Date: _____

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3. Stamina and perseverance are essential. Please evaluate the candidate's capacity to sustain a substantial work effort over a prolonged period of time.
4. What impact has the candidate had on his or her peers?
5. What are the candidate's strongest points?
6. Which of the candidate's learning competencies could this candidate improve upon?
7. We appreciate any evidence you can offer regarding the candidate's commitment to learning, intellectual curiosity, and willingness to take on challenges.

