



CORO FELLOWS PROGRAM IN PUBLIC AFFAIRS

Los Angeles • New York • Pittsburgh • San Francisco • St. Louis

APPLICATION AND SELECTION PROCESS

Please make sure that all components of your application are submitted online and postmarked no later than **Friday, January 14, 2011**, to be considered for the Fellows Program in Public Affairs, 2011-2012. An application checklist is provided below to help you assemble the required information. The application information is also available on the Coro website at www.coro.org/fellowsapp.

Interested candidates must apply to a specific Coro Center as indicated in the Contact Information below. Candidates are notified in February about their invitation to participate in a daylong assessment at the Center they applied to. Invitations to join the Coro Fellows Program in Public Affairs are extended in April. The program begins in late August / early September of 2011.

CONTACT INFORMATION

<p>Coro Southern California 1000 N. Alameda Street, Suite 240, Los Angeles, CA 90012-4295 Phone 213-346-3219, Fax 213-808-1009, E-mail corosocal@coro.org <i>Accepts applications from individuals in Arizona, California (Southern), Nevada, New Mexico & Utah.</i></p>	<p>Coro New York Leadership Center 42 Broadway, Suite 1827-35, New York, NY 10004 Phone 212-248-2935, Fax 212-248-2970, E-mail achakravarty@coronewyork.org <i>Accepts applications from individuals nationwide interested in establishing themselves in and contributing to the future of New York City.</i></p>
<p>Coro Center for Civic Leadership – Pittsburgh 33 Terminal Way, Suite 429A, Pittsburgh, PA 15219 Phone 412-201-5772, Fax 412-201-0672, E-mail recruitpgh@coro.org <i>Accepts applications from individuals in Ohio, Pennsylvania & West Virginia.</i></p>	<p>Coro Center for Civic Leadership – San Francisco 601 Montgomery Street, Suite 800, San Francisco, CA 94111 Phone 415-986-0521 x103, Fax 415-986-5522, E-mail corosfapply@coro.org <i>Accepts applications from individuals in Alaska, California (Northern), Guam, Hawaii, Idaho, Montana, Oregon, Washington & Wyoming.</i></p>
<p>Coro Leadership Center – St. Louis 1400 S. Highway Drive, Fenton, MO 63099 Phone 636-827-9805, Fax 636-827-9807 E-mail keith@coro-stl.org <i>Accepts applications from individuals in Alabama, Arkansas, Colorado, Kansas, Kentucky, Illinois, Indiana, Iowa, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota, Tennessee, Texas & Wisconsin</i></p>	<p>Coro Fellows Eastern Recruitment Center 1718 M St. NW, Suite 1150, Washington, DC 20036 Phone 773-404-8580 Email easternrecruitment@coro.org <i>Accepts applications from individuals in Connecticut, D.C., Delaware, Florida, Georgia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, North Carolina, Rhode Island, South Carolina, Vermont & Virginia.</i> <i>Note: This is a recruitment center only. The Fellows Program is not offered in Washington.</i></p>

Each Coro Center has individual financial assistance policies. Further information is available on the Coro website at www.coro.org or by contacting individual centers to discuss your personal situation. Coro embraces diversity and encourages applications from all interested candidates regardless of age, race, gender, national or ethnic origin, political or religious affiliation, sexual orientation or physical ability.

APPLICATION SUBMISSION

Please complete all of the application components listed below. Your file will be considered complete when **all** of the items in the application checklist below are received in the appropriate Coro 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.

APPLICATION CHECKLIST

- Completed online application form
- A resume, submitted electronically as part of the online application (no more than two pages)
- Three written essays, submitted electronically as part of the online application
- Three letters of recommendation (reference forms on pages 3-5)
- Official academic transcripts for all higher education institutions you attended
- \$75 non-refundable application fee (check or money order made out to Coro) and signed Declaration on Applying

REFERENCES

Coro requires three letters of recommendation. A standard recommendation form is included in this application for you to copy and distribute. The selection committee would like to see a diversity of perspectives and testimonies of your application; therefore, please consider including recommendations from varying types of sources. For example, your first reference might be from a professional setting; your second from an academic setting; your third from a community setting (e.g. a volunteer supervisor, team coach, club advisor, etc.).

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 Fellow, you further understand:

- That, except for circumstances beyond your control, you will complete the program in its entirety.
- That Coro's status as a not-for-profit, non-partisan organization frequently constrains political advocacy on public issues. Fellows are therefore expected to respect these limitations during the Coro program.
- That respect for and strict observance of confidences shared on assignment, in seminars and throughout the Fellows Program is absolutely essential to Coro's continued ability to offer its training. Any violation of confidence is grounds for immediate dismissal from the program.
- That although you may pursue employment opportunities with organizations and/or individuals within the Coro network, neither Coro, individuals within the Coro network, nor the organizations to which you may be assigned as a Fellow assume any formal obligation of employment subsequent to the Coro Fellows Program in Public Affairs.
- That Coro may dismiss you from the program if your performance proves unsatisfactory because of lack of interest or ability; unsatisfactory attendance, progress or conduct; violation of confidences shared on assignment or in seminar; or any reason deemed by Coro to be detrimental to the overall program.

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

Please print your name on this line

Signature

Date

Coro Fellows Program in Public Affairs

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APPLICANT RECOMMENDATION: Professional Reference

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

Recommender's Name: _____

Instructions to Applicant: 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. If the recommender sends the recommendation form and letter directly to Coro, the envelope must be signed across the seal to be accepted and must be postmarked no later than the application deadline. Your application will not be considered without these recommendations.

Applicant Waiver: *The Family Educational Rights and Privacy Act of 1974 opens many student records for the student's inspection. The law also permits the student to sign a waiver relinquishing the right to inspect letters of recommendation. The applicant's signature below constitutes a waiver; no signature means the applicant will have the right to read this reference. Upon receipt of this form, Coro 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 Coro Fellows in Public Affairs program named above. Coro training prepares participants to advance and contribute rapidly and effectively in the public affairs arena utilizing an intensive nine-month, full-time experiential education model. Detailed information on the program can be found online at www.coro.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 or send the signed and sealed envelope to the Coro Center where the applicant is sending the full application, postmarked by **January 14, 2011**.

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. Coro 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.

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APPLICANT RECOMMENDATION: Academic Reference

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

Recommender's Name: _____

Instructions to Applicant: 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. If the recommender sends the recommendation form and letter directly to Coro, the envelope must be signed across the seal to be accepted and must be postmarked no later than the application deadline. Your application will not be considered without these recommendations.

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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.

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APPLICANT RECOMMENDATION: Community Reference

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

Recommender's Name: _____

Instructions to Applicant: 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. If the recommender sends the recommendation form and letter directly to Coro, the envelope must be signed across the seal to be accepted and must be postmarked no later than the application deadline. Your application will not be considered without these recommendations.

Applicant Waiver: *The Family Educational Rights and Privacy Act of 1974 opens many student records for the student's inspection. The law also permits the student to sign a waiver relinquishing the right to inspect letters of recommendation. The applicant's signature below constitutes a waiver; no signature means the applicant will have the right to read this reference. Upon receipt of this form, Coro may contact the reference by telephone for verification purposes.*

Applicant Signature _____ Date _____

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- 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 or send the signed and sealed envelope to the Coro Center where the applicant is sending the full application, postmarked by **January 14, 2011**.

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 Fellows Program in Public Affairs?
6. How could the candidate benefit from the Fellows Program in Public Affairs?
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.