

## Leadership Development Bursary Application

Community Living Kingston maintains a Leadership Development Bursary Fund designated for financial support to employees who are aspiring to a university degree program at the undergraduate, graduate, and/or post-graduate level in a subject area relevant to developmental services. The intent is to invest in the professional development of employees who demonstrate leadership potential and aspire to career advancement toward supervisory, management, or professional positions.

Community Living Kingston will consider requests for financial support from current employees with two years seniority or more and who are enrolled or plan to enroll in a relevant university level degree program. Once the Executive Director has determined the applicant's eligibility the application will be referred to the Board for consideration. The Board will consider a variety of factors as part of its consideration process, including the employee's performance record with the organization, length of service, the nature of ones current assignment, and level of responsibility in the organization. The Board will also consult with senior staff members as appropriate to consider the opinion respecting the candidate's leadership potential.

To be eligible for a Leadership Development Bursary an employee must:

1. Have accrued at least two years of seniority with Community Living Kingston.
2. Be enrolled or planning to enroll in a university degree program in a relevant subject area.
3. Have written and submitted a complete application form to the Executive Director.

All completed applications for support will receive a response.

## LEADERSHIP DEVELOPMENT BURSARY APPLICATION

APPLICANT: \_\_\_\_\_

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

CURRENT POSITION: \_\_\_\_\_

PROGRAM(S): \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_

WORK PHONE #: \_\_\_\_\_ EXT: \_\_\_\_\_

DATE OF HIRE: \_\_\_\_\_

YEARS OF SERVICE IN CURRENT POSITION: \_\_\_\_\_

UNIVERSITY APPLIED TO: \_\_\_\_\_

PROGRAM APPLIED TO: \_\_\_\_\_

DATE OF ACCEPTANCE: \_\_\_\_\_

PROGRESS IN PROGRAM (YEAR OF STUDY): \_\_\_\_\_

ANTICIPATED PROGRAM COMPLETION DATE: \_\_\_\_\_

TOTAL PROGRAM COSTS: \_\_\_\_\_

AMOUNT REQUESTED FROM BURSARY: \_\_\_\_\_

**Please provide a short narrative for each of the following questions:**

1. Describe previous educational background.
2. Please provide a description of your career to date including levels of responsibility achieved and/or relevant leadership experience. Please include experience gained outside of Community Living Kingston as well.
3. Future career goals including aspirations towards supervisory, management, or professional positions.
4. How do you think that this course/program will enhance your opportunities to meet your career goals?
5. How long do you anticipate it will take to receive your degree?



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