



**Sir James Wolfensohn Public Service Scholarship**

**Application Form**

**Instructions**

Applications close on **Friday, 3<sup>rd</sup> June 2022**.

Applications can only be accepted if a nomination by head of agency has also been received by **Monday, 24 May 2022**. [Email here](#) for online nomination form.

A valid application includes two documents:

**1. A completed Application Form** – please complete the Application Form by typing your answers directly into the form, where indicated. In doing so, please delete the square bracketed instructions embedded within the form. Please include answers to all three essay questions in the space provided, noting that each essay must be no more than 250 words. Please save your Application Form using the following protocol <FIRST NAME LAST NAME - WOLFENSOHN APPLICATION.doc>. Before saving your Application Form, please delete this box of instructions but do not delete any other part of this Application Form; and

**2. A brief, current resume or curriculum vitae** – please save this as <FIRST NAME LAST NAME – CV.doc> or <FIRST NAME LAST NAME – CV.pdf>.

**Please submit your application electronically** to Jamie Snashall [jsnashall@medaus.com.au](mailto:jsnashall@medaus.com.au) using the file name protocols above. All applications received will be acknowledged.

If you have any questions about the application process, please contact the Luke Woodward, Convenor of the Wolfensohn scholarship at [lwoodward@gtlaw.com.au](mailto:lwoodward@gtlaw.com.au)

**HARVARD KENNEDY SCHOOL EXECUTIVE EDUCATION PROGRAM**

Program title	[INSERT HERE THE TITLE OF THE HKS EXECUTIVE EDUCATION PROGRAM THAT YOU WISH TO ATTEND. PROGRAMS ARE LISTED AT <a href="http://ksgexecprogram.harvard.edu/">http://ksgexecprogram.harvard.edu/</a> ]
Program dates	[INSERT HERE THE DATES OF THE PROGRAM THAT YOU WISH TO ATTEND – mm/dd/yy – mm/dd/yy]

**DETAILS ABOUT THE APPLICANT**

Last / family name	[INSERT HERE]
First/ given name	[INSERT HERE]
Middle initial	[INSERT HERE]
Gender	[INSERT HERE EITHER “MALE” or “FEMALE”]
Citizenship	[INSERT HERE]



Date of birth	[INSERT HERE USING FORMAT OF mm/dd/yy]
English first language	[DEPENDING ON WHETHER ENGLISH IS YOUR FIRST LANGUAGE – INSERT “YES” or “NO” HERE]
If “No” to previous question	[IF ENGLISH IS YOUR FIRST LANGUAGE, PLEASE INDICATE “N/A”. IF ENGLISH IS NOT YOUR FIRST LANGUAGE, PLEASE RATE YOUR ENGLISH LANGUAGE SKILLS – “FAIR”, “GOOD”, “VERY GOOD” or “EXCELLENT”.]

<b>APPLICANT’S CURRENT ROLE AND ORGANISATION</b>	
Job title / military rank	[INSERT HERE]
Division / office	[INSERT HERE]
Organisation / agency	[INSERT HERE]
Reporting lines	[PLEASE BRIEFLY DESCRIBE WHO YOU REPORT TO AND HOW MANY PEOPLE REPORT TO YOU]
Permanent employee	[TO RECEIVE THE WOLFENSOHN SCHOLARSHIP, YOU MUST BE A PERMANENT EMPLOYEE. PLEASE CONFIRM THAT YOU ARE A PERMANENT EMPLOYEE BY INSERTING “YES” HERE]

<b>APPLICANT’S WORK ADDRESS AND CONTACT DETAILS</b>	
Street address	[INSERT HERE]
City / town	[INSERT HERE]
State / territory	[INSERT HERE]
Post code	[INSERT HERE]
Work telephone number	[INSERT HERE]
Work fax number	[INSERT HERE]
Mobile number	[INSERT HERE]
Preferred email address	[INSERT HERE]

<b>APPLICANT’S HOME ADDRESS AND CONTACT DETAILS</b>	
Street address	[INSERT HERE]
City / town	[INSERT HERE]
State / territory	[INSERT HERE]
Post code	[INSERT HERE]
Home telephone number	[INSERT HERE]

<b>ADDITIONAL QUESTIONS</b>	
Other HKS programs	[PLEASE INDICATE HERE IF YOU HAVE EVER PREVIOUSLY ATTENDED A PROGRAM AT HARVARD KENNEDY SCHOOL.]



	INSERT HERE EITHER "YES" OR "NO". IF YES PLEASE INCLUDE PROGRAM NAME]
Other Harvard programs	[PLEASE INDICATE HERE IF YOU HAVE EVER PREVIOUSLY ATTENDED A PROGRAM AT HARVARD UNIVERSITY. INSERT HERE EITHER "YES" OR "NO". IF YES PLEASE INCLUDE PROGRAM NAME]
Nominator	[INSERT HERE THE NAME AND TITLE OF THE INDIVIDUAL WHO NOMINATED YOU FOR THE WOLFENSOHN SCHOLARSHIP]

#### REQUIRED ESSAY #1

1. At your current position, what are your specific duties and responsibilities? Describe the functions or services provided by your organization.
2. Please list the number of employees in your organization, the number of employees under your direct supervision, the annual operating budget of your organization (if applicable), and what portion of the budget you are responsible for.

[INSERT ESSAY #1 RESPONSE HERE NOTING THAT YOUR RESPONSE SHOULD NOT EXCEED 250 WORDS. PLEASE SEPARATE YOUR ANSWERS TO QUESTIONS 1 AND 2]

#### REQUIRED ESSAY #2

Please describe the most significant strategic challenges in your work.

[INSERT ESSAY #2 RESPONSE HERE NOTING THAT YOUR RESPONSE SHOULD NOT EXCEED 250 WORDS]

#### REQUIRED ESSAY #3

Please describe your immediate and long-term career goals. How will attending your chosen HKS Executive Education program help you to achieve them?

[INSERT ESSAY #3 RESPONSE HERE NOTING THAT YOUR RESPONSE SHOULD NOT EXCEED 250 WORDS]

#### **Notes:**

##### Shortlisting in mid June 2022

Nominated applications will be assessed in early June, and a short list of applicants will be selected for interviews. All applicants, will be advised whether they have been shortlisted or not by early June.

##### Shortlist interviews in mid July 2022

Shortlisted applicants will be interviewed to make the final selection. The HCA will contact the HKS to obtain pre-approval of short-listed candidates' applications.

All short listed candidates will be advised whether they have been successful or not shortly after the interview process.



The timing of the selection of the 2022 recipients is intended to assist applicants who wish to attend HKS courses from August 2022. If you are in this position, you will need to ensure you have pre-approved travel plans. All short-listed candidates will be pre-approved for their chosen course.

#### Scholarship recipients

Successful candidates are responsible for formally lodging their applications with the HKS. The HCA will pay course fees (which includes board during the course of the program) directly to the HKS and scholarship recipients can claim reimbursement of airfares up to a pre-approved amount (to the value of a return economy fare from Australia to Boston) from the HCA.

Scholarship recipients are expected to provide a brief report back to the HCA on their time at HKS.

Scholarship recipients are also expected to support the scholarship through allowing publication of their award and may also assist through media comment.

