



## Confidential Application 2010-2011

Provide the information requested on the following pages.

You may use additional pages if necessary. You may also write responses and email them to [LoryLawson@LeadershipProgram.net](mailto:LoryLawson@LeadershipProgram.net)

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Name (First, Middle, Last)

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Birthdate

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Sponsoring Company or Organization\* (if applicable)

Non-Profit (Yes or No)

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Address (include City and Zip Code)

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Business Phone

Fax Number

Email

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Head of Sponsoring Organization \* (if applicable)

Telephone

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Applicant's Home Address

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Applicant's Home Telephone Number

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Applicant's email Address (s)

\* Nominations may be self-submitted as an individual or submitted by a business or community organization in which the applicant holds a leadership role.

Sponsorship does not necessarily imply financial responsibility by the organization on behalf of the applicant, but does influence the category within which the applicant will be placed for selection purposes.

*Please note that during the application process you may be invited to a personal interview conducted by one or more of the selection committee members.*

## **I. Application Information**

Briefly describe your interest in the Leadership Program, what you hope to gain and how you expect to utilize your Leadership San Mateo, Foster City, Burlingame and Hillsborough experience.

What is it about you that makes you a compelling candidate for this program? Please consider leadership experience and/or future plans and goals both professional and in the community.

## **II. Education**

Please list your education background including degrees awarded, field of study, professional institutes, training programs, etc. Include special honors or awards.

### **III. Organization/Business, Professional and Voluntary Activities**

List the major civic, business and professional and voluntary activities in which you have participated during the past five years. For each activity indicate the nature of your participation, including any offices you have held.

Also list awards, or any special recognition that you have received. Community involvement is a key selection consideration.

If you have not been involved in any civic, business, professional or voluntary activities, please explain why.

### **IV. Employment**

If employed, please list current employer, including employer's address and telephone number if it is different than the sponsor. Include job title and brief description. Please also briefly list past employers, length of employment and area of responsibility. You may attach a current resume if you prefer.

Current Position:

Past Employment:

### **V. References**

List two people who have knowledge of your qualifications or have previously participated in Leadership San Mateo, Foster City, Burlingame, Hillsborough. (Note: the Selection Committee may contact these individuals.)

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Full Name and Title	Address	Telephone Number
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Full Name and Title	Address	Telephone Number
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## VI. Tuition

Tuition for the Leadership San Mateo, Foster City, Burlingame, Hillsborough program is \$1500.00. When accepted into the Leadership program (please see Selection Criteria and Attendance Policy section), the full tuition amount is due by August 27, 2010, unless prior arrangements have been made.

**Each participant, as an indication of personal commitment, is encouraged to pay a minimum of \$100 of the program tuition.**

Other tuition funding sources, such as employer or sponsoring organization, may be utilized to provide the balance. Although responsibility for the tuition will rest with the participant, financial assistance may be available. Please make checks payable to Leadership.

\_\_\_\_\_ \$100.00 with Application

\_\_\_\_\_ \$1400.00 prior to August 27, 2010

\_\_\_\_\_ I need to discuss a payment schedule

\_\_\_\_\_ I need to apply for scholarship assistance.  
(An application will be sent)

## VII. Declaration upon Completion of Application

In submitting this application, I hereby declare that:

- **I have read the Selection Criteria and Attendance Policy statements**
- **To the best of my knowledge and belief, the information I have given is true and accurate**
- **Except for circumstances beyond my control, I will undertake to complete the program in its entirety.**

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Signature of Applicant

Date

Nominees for Leadership San Mateo, Foster City, Burlingame, Hillsborough must have the support and commitment of their sponsoring business or organization, if applicable. The signature of the head of the sponsoring organization is necessary as an indication of support of the nominee's participation in Leadership.

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Signature of Sponsor

Title

**Leadership will accept applications between April 5<sup>th</sup> and May 31<sup>st</sup> 2010.**

**Final selections will be announced the mid June.**

Mail or deliver your completed application to:

*Leadership*

*San Mateo, Foster City, Burlingame, Hillsborough*

385 First Avenue

San Mateo, CA 94401

## Please retain this page for your records

### Refund Policy

Withdrawal from the program following confirmation to participate will result in forfeiture of tuition unless Leadership is able to confirm a replacement participant prior to the first session.

### Selection Criteria

- Applications are evaluated according to the information provided on this application. The selection process seeks a cross section of the community – men and women from different career, educational, social, and cultural backgrounds.
- The Leadership Program is open to persons living or working in the Central County area including San Mateo, Foster City, Burlingame, and Hillsborough. A maximum of 35 individuals are selected to participate in the program each year.
- Participants must have the full support of the organization or corporation they represent or apply as an individual.

### Attendance Policy

- To successfully complete the Leadership program, a participant is expected to attend all sessions and participate in a class issue project.
- The Opening Retreat will take place Friday and Saturday, September 10th & 11th, 2010. Attendance is mandatory for this session.
- All sessions are one full Friday per month beginning October 15, 2010. The monthly program sessions begin at 8am and end at 5pm.
- Throughout the program year, our attendance policy allows for two (2) emergency/schedule conflict absences or three (3) occurrences of late arrival and early departure.

*Leadership San Mateo, Foster City, Burlingame, Hillsborough* is an educational program of the San Mateo, Foster City, and Burlingame Chambers of Commerce and the Town of Hillsborough. It does not discriminate based upon race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, pregnancy, or any other consideration made unlawful by federal, state or local laws.

For information, please call Lory Lorimer Lawson, 650.401.2444 or e-mail to [LoryLawson@LeadershipProgram.net](mailto:LoryLawson@LeadershipProgram.net)