

LEADERSHIP U PROGRAM APPLICATION



IMPORTANT – Please follow all instructions. If you do not complete the application according to the instructions, **YOUR APPLICATION WILL NOT BE CONSIDERED.** Application form and attachments must be typed.

SECTION ONE: PERSONAL INFORMATION

Last Name

First

Middle

Employee ID Number

Current Job Title

Current Department/Division/Section

Current Location/Address

Supervisor's Name/Work Phone

Work Phone

Work Cell

Work E-mail

Home Address

City

Zip

Home Phone

Mobile/Cell Phone

Home E-mail

How long have you worked for the City of Tulsa?

Yes ___ **No** ___

Have you previously participated in a Leadership Development Program?

Please list the program(s) in which you have participated and where:

Yes ___ **No** ___

Have you previously applied for participation in the Leadership U Program?

LEADERSHIP U PROGRAM APPLICATION



SECTION TWO: EMPLOYMENT BACKGROUND

Please give a brief description of responsibilities in your current position:

Please give a brief description of your employment history:

SECTION THREE: EDUCATION

Summarize your educational background, including occupational, vocational and technical training, schools attended, degrees/certificates awarded, field of study, as well as any other training or skills you have received.

LEADERSHIP U PROGRAM APPLICATION



SECTION FOUR: CANDIDATE QUESTIONS

Please answer the following questions on a separate sheet of paper. Please reserve your answers to no more than two 8.5"x11" sheets of paper to answer all of the questions. (Staple to your application.)

1. Why are you interested in the Leadership U program?
2. Why do you think that you should be part of this program? (*Be specific*)
3. What do you hope to gain from participation in the program?
4. Why should Leadership U be interested in you?
5. What will you as an individual bring to the program?

SECTION FIVE: REFERENCES

Two letters of reference should be submitted describing why the applicant has potential as a future leader at the City of Tulsa and how this leadership will be applied. **Letters must be delivered together with this application to the City of Tulsa Human Resources Department.** During the selection process, these references may be contacted for purposes of clarification.

SECTION SIX: COMMITMENT

Candidates for Leadership U program must have the time and desire to participate in the program and be committed to becoming future leaders at the City of Tulsa.

Successful completion of the Leadership U program requires:

- Full attendance at the orientation
- Maintaining a minimum level of 80 percent attendance in the total program
- Completion of the assigned project
- Maintaining a proficient level of performance at your current job

Full support from the participant's Supervisor is required for the time needed to participate effectively in Leadership U Program.

If selected, this employee will have my full support to participate in the Leadership U Program.

Supervisor's Name

Title

Supervisor's Signature

Date

Applicant's Signature

Date

LEADERSHIP U PROGRAM APPLICATION



SECTION SEVEN: APPLICATION SUBMISSION INSTRUCTIONS

Complete packet **must be presented to:**

City of Tulsa Human Resources
Employment Section
175 East 2nd Street, 2nd Floor
no later than the end of the closing date.

Please contact the front desk of the Human Resources Employment Section with any questions.