

SAMPLE APPLICATION AND SUPPORTING FORMS FOR PREVIEW

INTRODUCTION

Thank you for your interest in the Workforce Leadership Academy. Please refer to the Applicant Overview linked [HERE](#) for additional background and details about the Academy. You can also review the application questions before beginning your submission in the PDF sample application [HERE](#).

The application includes two parts: a quick 5-minute intent to apply survey, and the full application. Please complete the survey as soon as possible to indicate your interest. You may complete both parts at the same time if you like as long as both parts are submitted by the final application deadline, but we encourage you to submit the survey as soon as possible.

APPLICATION PACKAGE

The materials for submission include:

1. Intent to Apply survey submitted online
2. Full application submitted online
3. Your resume and/or a link to your LinkedIn page
4. An organizational chart
5. A letter of reference from a supervisor or external collaboration partner
6. Commitment to Participate form signed by you
7. Authorization to Participate form signed by your supervisor

If you experience technical difficulties with the application submission, please contact Victoria Prince, Research Associate, The Aspen Institute Economic Opportunities Program at victoria.prince@aspeninstitute.org.

INTENT TO APPLY SURVEY

CONTACT INFORMATION

1. Contact Information:
First name Last name
Job title, Organization
City, State, Zip Code
Phone, Email, Organization website URL

ORGANIZATIONAL INFORMATION

2. Which of the following **best** describes your organization?
 - Community-based organization or nonprofit
 - Community or technical college
 - Four-year college or university
 - Secondary education
 - Local government (city/county)
 - State government
 - Economic development agency or workforce development board
 - Workforce development board
 - Research
 - Industry intermediary or sector partnership
 - Labor union or labor-management partnership
 - Philanthropic organization or funders' collaborative
 - Professional, business, or industry association
 - Other, please describe:
3. Does your organization manage the local workforce development board? Yes/NO

DEMOGRAPHIC INFORMATION

4. Racial/ethnic identity. Select all that apply.
 - American Indian or Alaska Native
 - Asian / Asian American (e.g., East Asian, South Asian)
 - Black or African American
 - Hispanic, Latino, or of Spanish origin
 - Pacific Islander, including Native Hawaiian
 - White
 - Prefer to self-describe:
 - Prefer not to answer
5. Gender identity:
 - Female
 - Male
 - Non-binary
 - Prefer to self-describe:
 - Prefer not to answer

Thank you for completing the Intent to Apply Survey for the Workforce Leadership Academy. After clicking "Submit," please check the email associated with your Submittable account for a link to the full application. If you do not receive an email from Submittable with a link within hours of submitting this survey, please email victoria.prince@aspeninstitute.org.

FULL APPLICATION

Thank you for completing the Intent to Apply Survey for the Workforce Leadership Academy. Please be sure to also complete this full application by the submission deadline.

If any questions or technical difficulties arise, please contact: Victoria Prince, Research Associate, The Aspen Institute Economic Opportunities Program at victoria.prince@aspeninstitute.org.

ORGANIZATIONAL INFORMATION

1. How many staff members does your organization employ?
 - 1-10
 - 11-25
 - 26-50
 - 51-75
 - 76-100
 - 101-200
 - Over 200
2. How many staff members do you supervise?
3. Does your organization work in or target a specific sector? Select all that apply.
 - Energy and resilience
 - Film, arts, and media
 - Financial and professional services
 - Forestry and fire safety
 - Government
 - Health care
 - Information technology
 - Leisure and hospitality
 - Manufacturing
 - Mining
 - Retail or wholesale trade
 - Services
 - Transportation, distribution, and logistics
 - Utilities
 - Water and blue economy
 - Other sector (please specify)
4. If your organization provides direct services to particular customer groups, what is the **primary** focus of your services?
 - Direct services to job seekers
 - Please indicate any primary job seeker focus, if applicable; e.g., returning citizens, etc.:
 - Direct services to business and industry
 - Worker organizing and worker rights advocacy
 - Other (please describe):
 - Does not apply

5. In which activities is your organization engaged? Check all that apply.

- Adult basic education, literacy, ESOL, or high school equivalency
- Skills training; e.g., pre-apprenticeship, certification, customized, etc.
- Work-based learning; e.g., transitional jobs, on-the-job training, internships
- Counseling or case management
- Benefits or work supports; e.g., transportation, child care, housing, etc.
- Job readiness/job search skills
- Job matching/Connecting people to employment
- Youth/young adult education or training
- Business consulting/technical assistance
- Capital deployment/investing/lending
- Community development finance
- Economic development
- Employee ownership promotion/support
- Worker organizing
- Worker voice and engagement
- Community organizing
- Convening of multiple stakeholders
- Grantmaking/philanthropy
- Policy advocacy
- Public policymaking
- Public administration
- Research
- Other (please list):

PROFESSIONAL BACKGROUND

6. For how many years have you worked in the workforce development field?

- Less than 2 years
- 2 to 5 years
- 5 to 10 years
- More than 10 years

7. Please tell us about your current role and responsibilities. Include how your role is focused on improving opportunity and equity for low-income people. (200 words max)

8. Please state why you entered and are engaged in the workforce development field. Be sure to address what roles you have had in the past and what your future aspirations are. (200 words max)

PERSONAL LEADERSHIP AND GOALS

9. What goals do you have for participating in the Workforce Leadership Academy? Include your personal goals, goals for your organization or program/initiative, and goals for the region's workforce system. (200 words max)

10. In what ways would you like to develop and grow your leadership skills? (200 words max)

PARTNERSHIPS AND COLLABORATION

11. A focus on partnerships and collaboration is central to the design of the Workforce Leadership Academy. Provide an example of a current or recent partnership with another organization(s). Describe the goals, your role, what was rewarding, and what was challenging. (200 words max)

DEMOGRAPHIC INFORMATION

12. What is your age?
- 18 to 34
 - 35 to 54
 - 55 to 64
 - 65 or older
13. What is the highest degree or level of school that you have completed? If you are currently enrolled, please select the previous grade or highest degree received.
- Some high school
 - High school diploma or equivalency
 - Some college credits
 - Associate's degree
 - Bachelor's degree
 - Some graduate coursework
 - Master's degree
 - Doctorate
 - Other certificates (please specify)

ADDITIONAL DOCUMENTATION

14. Organizational chart of your organization or division. The chart should show your supervisors as well as staff reporting to you. [Upload file]
15. A letter of reference from either an individual who has direct responsibility for overseeing your work OR from an external partner with whom you work directly. The letter should include the referee's relationship to you, a description of your strengths and achievements, and comments on how you might benefit from and contribute to the Academy. [Enter email to send request to referee]
16. The Authorization to Participate must be signed electronically by your supervisor. Enter your supervisor's email address below. Your supervisor will receive an email with a link to review and sign.
17. Review the Commitment to Participate [HERE] before signing below. [Electronic signature]
18. Your resume OR a link to your LinkedIn profile Please choose one of the following options:
- Link to my LinkedIn public profile OR Resume attachment

CONFIRM AND SUBMIT

Your responses have not yet been submitted. If you wish to complete or revise your application later, you may exit now. Be sure to return to the survey using the same device and browser. We recommend you bookmark this page.

If you are ready to submit your application, please complete this page and click "Submit."

19. I confirm that all my responses are accurate and complete. [Checkbox]
20. Electronic signature
21. Today's date

[SUBMIT]

AUTHORIZATION TO PARTICIPATE

The Academy is designed for workforce development professionals who hold a position of influence and responsibility sufficient to develop and lead strategic change initiatives within their organization and in partnership with others in the region.

As Executive Director, Chairman of the Board of Directors, President, or other senior executive responsible for overseeing the work of the applicant, my electronic signature indicates that the applicant holds a level of authority within the organization sufficient to implement a specific initiative or strategy if approved through my organization's internal protocol and policies.

By typing my full name below, I fully support the applicant's participation in the Workforce Leadership Academy. I understand that, if selected to participate, the applicant will be required to participate in all Academy activities, as listed below. I also understand that, if selected to participate, the applicant will be required to invest additional time to successfully complete the Academy, including time between structured sessions. I confirm that I have reviewed the specific dates for the Academy activities as listed in [ACADEMY OVERVIEW]. I confirm that I have been informed of the enrollment fee to my organization to assist with meeting costs and program materials if the applicant is selected, also indicated in the [ACADEMY OVERVIEW].

Overview of Academy Activities:

- A virtual 90-minute orientation
- An opening three-day retreat (two overnights)
- Five Academy sessions and five Collaborative Lab meetings held during the same week:
 - four sessions held online (5 hours)
 - four labs held online (3 hours)
 - one combined session with lab held in person (6 hours)
- One leadership 360 assessment process and debrief workshop (4 hours)
- A closing three-day retreat (two overnights)
- Collaborative Learning Lab presentations at an in-person stakeholder event
- Reception event for supervisors and advisors
- Partners may also decide to offer additional networking and social events.
- Continued learning, application, and collaboration between workshop sessions (self-directed time of up to two hours between sessions as well as nine to 12 hours of collaborative project work across a small team of Fellows)

Finally, I understand that, if selected to participate, the applicant may be required to invest additional time to successfully complete the yearlong Academy process, including time between structured sessions.

[Electronic Signature]

COMMITMENT TO PARTICIPATE

I understand that the [CITY/REGION] Workforce Leadership Academy targets leaders who seek to deepen networks; strengthen systems leadership skills; apply race, equity, and systems change frameworks to leaders' work; and deepen understanding of effective strategies and programs. The Academy includes both in-person and online activities. Specifically:

- A virtual 90-minute orientation on [DATE] at [TIME]
- An opening three-day retreat (two overnights) on [DATES] at [LOCATION]
- Five Academy sessions and five Collaborative Lab meetings held during the same week:
 - four sessions held online (5 hours) on [DATES]
 - four labs held online (3 hours) on [DATES]
 - one combined session with lab held in person (6 hours) on [DATE]
- One leadership 360 assessment process and debrief workshop (4 hours) on [DATE]
- A closing three-day retreat (two overnights) on [DATE] at [LOCATION]
- Collaborative Learning Lab presentations at an in-person stakeholder event on [DATE]
- Reception event for supervisors and advisors on [DATE]
- Partners may also decide to offer additional networking and social events.
- Continued learning, application, and collaboration between workshop sessions (self-directed time of up to two hours between sessions as well as nine to 12 hours of collaborative project work across a small team of Fellows)

I also understand the program cost per participant is [COST] from the Fellow's organization which assists with meeting costs and program materials. Financial assistance is available on an as-needed basis.

By typing my full name in the application, I agree that if selected for the [LOCAL SITE NAME] Workforce Leadership Academy, I will commit to full participation in all Academy activities including those listed above. I also commit to engage fully with colleagues across the workforce system, reflect on my practice as a leader, and develop or deepen my strategies.

Once you have completely read this form, please ensure that you electronically sign your name in the Submittable online application.