

PROGRAM APPLICATION

Criteria for Consideration

The following criteria must be met before full consideration will be given for admittance to a LOCCC program:

- Applicant must have been a full-time OCCC employee since September 1, 2007. Applications to the program must be received by July 17, 2009 with all requested attachments.
- Applicant must have received at least “met job requirements” on the last performance evaluations.
- Applicant must submit three letters of recommendation including one from a current supervisor
- Applicant must, at a minimum, be actively working toward or have earned an Associate Degree.

The Application Process

All employees have the opportunity to apply by completing the following process:

1. Employees can access the Leadership OCCC Program Application on the [Employee Forms](#) link located on the OCCC Employee Webpage or from the [Leadership OCCC webpage](#). Completed applications must be received in the Office of Professional Development no later than 5:00 PM, July 17, 2009, for full consideration.
2. Applicants, who receive a Letter of Acceptance to the Leadership OCCC program, must then complete the enclosed packet containing a variety of questionnaires including a Myers Briggs test. Return it to the Office of Professional development on the second floor just northeast of the Business and Finance office no later than August 29, 2009.
3. The applicants and their immediate supervisors will receive a Letter of Expectations. Print yourself a copy and returned the original signed letters to the Office of Professional Development no later than 5:00 PM, August 28, 2009 to remain eligible for the program.

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INSTRUCTIONS

NOTE: This application must be completed and received by the Leadership OCCC Planning and Selection Committee no later than 5:00 p.m. on July 17, 2009 for consideration. The Committee will only consider complete applications. If you require additional room you may attach an addendum to any of the questions below.

PLEASE COMPLETE ALL PORTIONS OF THIS APPLICATION

PERSONAL DATA

Name: _____

Nickname: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home email: _____@_____

EMPLOYMENT

Division/Department: _____ Title: _____

Immediate Supervisor: _____ Division Manager: _____

First Date of Employment: _____ Email: _____@_____

Office Extension: _____ Work Phone, if other: () _____ - _____

Other positions you have held at OCCC:

_____	_____
_____	_____
_____	_____
_____	_____

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EDUCATION



Summarize your educational background, including occupational, vocational and technical training, degrees/certificates awarded and field of study, and any other training or skills applicable.

List Professional Organizations, Civic Clubs (including roles and responsibilities):

_____	_____
_____	_____
_____	_____
_____	_____

SUPPLEMENTAL



1. List any significant contributions you've made to primary, secondary, post secondary and/or higher education:

2. What are your reasons for applying to Leadership OCCC?

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3. Have you been limited in your ability to become a leader? If so, why and how?

4. What knowledge, skills or abilities, especially in the area of leadership, do you believe will contribute to the Leadership OCCC class to which you are applying?

5. Is there any additional information you believe would assist the Selection Committee in assessing your application?

6. Attach a (300 words maximum) response to the following questions:
Identify the most significant issue facing community colleges today, including OCCC? What do you see as a solution or solutions?

7. Please attach current Resume or Vitae.

To complete your application submit three (3) Letters of Recommendation. One of the letters must come from your immediate supervisor. Submitted letters must be the original letters sealed in the original envelope from each recommendation. They may be submitted on your behalf to:

Leadership OCCC Planning and Selection Committee
Professional Development
Oklahoma City Community College
7777 South May Avenue
Oklahoma City, OK 73159

Include ten copies of your completed application packet: application, question response, resume or vitae, and letters of recommendation.

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Post Application

Each employee accepted into the program will receive a packet with their letter of acceptance which will include the following:

- Myers Briggs Type Indicator - *The tests are self assessed and will be discussed during Session I in September.*
- Letter of Expectations. *A Letter of Expectations will be sent to the participant's supervisor outlining what is expected of them and of the participant.*