

Thank you for your interest in the CBCF Congressional Fellowship Program. The dates for the program are September 4, 2007 to May 2, 2008. Completed applications must be postmarked by March 31, 2007.

**General Instructions:**

- All application materials – including the attached application form - must be typed.
- All sections of the application must be complete. Please thoroughly review your application for accuracy and completeness. Be sure to sign the application.
- All applicants must submit a current resume.
- Applicants must submit an official transcript from their current or most recent institution attended and three (3) letters of recommendation. At least one letter of recommendation must be from a Dean, Department Chair, academic advisor, or employer. Transcripts and letters of recommendation must be submitted in sealed stamped / signed envelopes.
- Each of the three required essays must have one-inch margins on all sides, be double-spaced, and include the applicant's name and essay title in the header. Essays must not exceed the specified length.
- Do not staple copies of the application. Please bind with paperclips.
- All sections of the application and required documentation must be submitted under the same cover.
- Applications must include **FOUR** copies of the following items, in the order listed below, paper-clipped as separate packets:
  - \* Application Form (pages 2 through 5 in numerical order)
  - \* Resume
  - \* Essay 1
  - \* Essay 2
  - \* Essay 3 (A or B)
  - \* Official Graduate School Transcript (in a sealed / stamped envelope)
  - \* Recommendation Form 1 (in a sealed / signed envelope)
  - \* Recommendation Form 2 (in a sealed / signed envelope)
  - \* Recommendation Form 3 (in a sealed / signed envelope)
- Do not include this instruction page, the instructions to the referee forms, photos, or any other extraneous documents in your application packet.
- Mail applications to:

Congressional Fellowship Program  
CBCF Leadership Institute for Public Service  
1720 Massachusetts Avenue, NW  
Washington, D.C. 20036
- **The application deadline is March 31, 2007.** All applications must be postmarked on or before this date. Applications postmarked after March 31, 2007 will not be considered. Applications received or postmarked by this date, but not complete or with the appropriate number of copies, will not be reviewed. It is the applicant's responsibility to ensure that their application arrives at CBCF on time and complete.

The selection process will begin in early April. Applicants will be notified of the Foundation's decision in mid-May. If you have questions concerning the Congressional Fellowship Program or the application process, please contact Fellowship Manager at (202) 263-2800.



## Congressional Fellowship Program Application

### **General Information:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

### **Mailing Address** (Valid until: \_\_\_\_ Month \_\_\_\_ Year):

Street Address \_\_\_\_\_

City, State, and Zip Code \_\_\_\_\_

Current Home Phone Number \_\_\_\_\_ Mobile Number \_\_\_\_\_

E-mail Address \_\_\_\_\_ Fax Number \_\_\_\_\_

### **Permanent Address** (Please leave blank if same as above):

Street \_\_\_\_\_

City, State, and Zip Code \_\_\_\_\_

### **Emergency Contact Information:**

Name of Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

### **Citizenship:**

Are you a U.S. Citizen? \_\_\_\_ Yes \_\_\_\_ No (If No, please complete the questions below).

If you are not a U.S. Citizen by birth, please indicate:

Birth Citizenship \_\_\_\_\_

Date of Naturalization \_\_\_\_\_ Place of Naturalization \_\_\_\_\_

Are you legally eligible to work or study in the U.S.? \_\_\_\_ Yes \_\_\_\_ No

Visa Type \_\_\_\_\_ Date of expiration \_\_\_\_\_

**Academic Background:**

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|                        |        |                 |
|------------------------|--------|-----------------|
| Graduate or Law School | Degree | Graduation Date |
|------------------------|--------|-----------------|

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|------------------------|--------|-----------------|
| Graduate or Law School | Degree | Graduation Date |
|------------------------|--------|-----------------|

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|---------------------------|--------|-----------------|
| Undergraduate Institution | Degree | Graduation Date |
|---------------------------|--------|-----------------|

Official Classification: \_\_\_ Master Student \_\_\_ Law Student \_\_\_ Doctoral Candidate \_\_\_ N/A

Field of Study / Professional Discipline \_\_\_\_\_

**Academic or Professional Affiliations:**

Please use the lines below to identify any academic or professional affiliations.

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**Special Skills or Training:**

Please use the lines below to identify special skills, including foreign language skills, or specialized training you would like to bring to our attention.

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**Areas of Interest:**

Of the policy issue areas listed below, please pick the five that are of most interest to you. Please rank those five policy issue areas based upon your level of interest, with one being the highest and five representing the lowest.

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|---|---|
| <p>___ Agriculture / Rural Initiatives</p> <p>___ Business and Finance</p> <p>___ Commerce, Trade and Consumer Affairs</p> <p>___ Courts and Criminal Justice</p> <p>___ Defense / Intelligence (Please circle your preference)</p> <p>___ Economics</p> <p>___ Education</p> | <p>___ Environment / Energy</p> <p>___ Government Reform</p> <p>___ Health Issues</p> <p>___ International Affairs</p> <p>___ Labor Issues</p> <p>___ Science / Technology</p> <p>___ Other _____</p> |
|---|---|

**Academic Credit Information:**

Graduate credit earned for participation in the Congressional Fellowship Program varies by institution. Credit approval generally ranges from six (6) to nine (9) graduate hours. If you are seeking credit for participation in the program, please supply the following information:

Name of Supervising Faculty Member \_\_\_\_\_

Title \_\_\_\_\_

Institution \_\_\_\_\_ Department \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Number of academic credit hours sought \_\_\_\_\_

**Essay Questions:**

Please submit a one-page essay for each of the questions below. Be sure that your essay has one-inch margins on all sides, is double-spaced, and includes your name and essay title in the header.

- Essay 1: Discuss your academic and professional background. What strengths and qualifications would you bring to the Congressional Fellowship Program?
- Essay 2: How will participating in the Congressional Fellowship Program contribute to your personal and professional development? How does this program relate to your short and long-term professional goals?

Please submit an essay, not exceeding two (2) pages, addressing one (1) of the questions below. Be sure that your essay has one-inch margins on all sides, is double-spaced, and includes your name and essay title in the header.

- Essay 3, A: According to the 2000 census, twenty-four percent of African Americans are poor. Using specific examples, tell us what policy priorities you would pursue to alter these numbers?
- Essay 3, B: Today African Americans lag far behind whites in almost every education achievement category. For instance, only about one in six African Americans holds a college degree compared to one in three whites. Using specific examples, tell us what policy priorities you would pursue to alter these numbers?

**Additional Information:**

How did you learn about the Congressional Fellowship Program? Please check all that apply.

- Journal, newspaper or magazine \_\_\_ Title \_\_\_\_\_
- Faculty member or colleague \_\_\_
- University career center \_\_\_
- Former Congressional Fellow \_\_\_ Name \_\_\_\_\_
- Internet site \_\_\_ Site \_\_\_\_\_
- Other \_\_\_ Source \_\_\_\_\_

|   |
|---|
| Have you previously applied to the Congressional Fellowship Program? ____ If yes, when? ____  |
| Have you ever sought political office or held a political position? ____ If yes, please indicate position sought / held and, if applicable, dates of tenure. _____  |
| Have you ever been convicted of a crime other than a minor traffic violation? ____ If yes, please explain below. _____  |
| If you are not accepted to the Congressional Fellowship Program, would you like your application to be forwarded to and considered by like organizations and / or Congressional offices for a similar position?<br>____ Yes ____ No |

**Certification:**

I hereby certify that the information provided in this application is complete and accurate.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Recommendation Form:**

**Instructions to Applicant:**

Please be sure to type your name on the lower portion of this form. Please copy this sheet for each person submitting a letter of reference on your behalf. At least one letter of recommendation must be from a Dean, Department Chair, academic advisor, or employer. Transcripts and letters of recommendation must be submitted in sealed stamped / signed envelopes.

Please be sure to supply this information to each person in a timely manner, as each letter of reference must be submitted in your application packet in order for your application to be considered complete. Letters of reference cannot be submitted separately or faxed.

**Instructions to Referee:**

The person named below is applying to the Congressional Fellowship Program and is seeking a letter of reference.

The Congressional Fellowship Program is a nine-month program for emerging leaders with strong interests in public policy and public service careers. The program will run from September 5, 2007, to May 4, 2008, and provides health benefits and a stipend of \$25,000 to each Fellow. The objectives of the Congressional Fellowship Program are to:

- Provide public policy training for African American graduate students and professionals.
- Expose African American graduate students and professionals to Capitol Hill and provide them with the contacts that will facilitate their getting a public policy position upon completion of the program.
- Provide the Members of the CBC with skilled professionals to work as Congressional staff.

On your organizational letterhead, please indicate your title, how long and in what capacity you have known the candidate below. Please indicate how the candidate would benefit from participation in the Congressional Fellowship Program, as well as what contributions you believe the applicant would make to the program and the Congressional Black Caucus more generally.

Please assess the candidate on the following: intellectual, interpersonal, communication and research skills; maturity; integrity; dependability; deportment; professionalism; punctuality; ability to multi-task; ability to work autonomously and in groups; and ability to adapt to new environments. Be sure to provide an assessment of the candidate's academic and / or professional skills and accomplishments to date.

Please make four (4) copies of your letter of recommendation and return them to the person named below. Please be sure that the letters are in a sealed envelope, with your signature across the seal. Please return your letters to the person named below in enough time that they are able to submit them with their application by March 31, 2007. Late or incomplete applications will not be accepted.

Name of Applicant \_\_\_\_\_