

for
leaders
who
serve



EDUCATIONAL LEADERSHIP PROGRAM

Christian Brothers University
MEMPHIS, TENNESSEE

APPLICATION FORM

Christian Brothers University
APPLICATION TO THE
EDUCATIONAL LEADERSHIP PROGRAM
“for leaders who serve”

— please print your responses —

Name _____ Maiden Name _____

Street Address _____

City _____ State _____ Zip _____

Social Security # _____ Date of Birth _____

Home Phone (_____) _____ Work Phone (_____) _____

Fax (_____) _____ e-mail _____

Employer _____

Employer Address _____

City _____ State _____ Zip _____

ALL COLLEGES / UNIVERSITIES ATTENDED

Name _____ Degree _____ Major _____ Dates _____

Name _____ Degree _____ Major _____ Dates _____

Name _____ Degree _____ Major _____ Dates _____

Name _____ Degree _____ Major _____ Dates _____

PROFESSIONAL EXPERIENCE *(current position first)*

School/Firm _____ Title/Position _____ Dates _____

School/Firm _____ Title/Position _____ Dates _____

School/Firm _____ Title/Position _____ Dates _____

PROFESSIONAL LICENSES *(please submit photocopies of any teaching licenses)*

GOALS

Master's Degree Only

Beginning Administrator License Only

Both

— complete reverse side of this form —

WHEN DO YOU PLAN TO REGISTER FOR CLASSES? *(Indicate the year you plan to register)*

Summer, 20____ Fall, 20____ Spring, 20____

EMERGENCY INFORMATION

Person to contact in case of an emergency

Name _____ Relationship _____

Street Address _____

City _____ State _____ Zip _____

Home Phone (_____) _____ Work Phone (_____) _____

Pager/Cell Phone (_____) _____

OPTIONAL DATA

Marital Status: Single Married Divorced Separated Widowed

Gender: Male Female

Religious Preference _____ No Preference

Ethnic Background: African American Caucasian Native American

Asian Hispanic Other _____

Have any members of your family attended Christian Brothers University at any time? If so, who?

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Signature

Date

APPLICANT STATEMENTS

The statements on both sides of this form must be signed by the applicant. This form must be returned with the application form.

DECLARATION OF STATUS OF TEST SCORES

Please check all that apply.

- I have asked the testing service which maintains the official records of the MAT or the GRE to send my MAT or GRE scores to the Department of Education at CBU.
- I have registered re-registered for the MAT GRE and my test date is _____.
- I hold a teaching license from the State(s) of _____ and copies are attached.

Signature

Date

PERSONAL STATEMENT OF MORAL CHARACTER

I hereby verify that I have not been convicted of a felony. I further attest that I am committed to a high standard of personal and professional ethical conduct.

Signature

Date

VERIFICATION OF AUTHENTICITY OF APPLICATION MATERIALS

I hereby verify that any essays and statements, as well as any other records, that I have submitted to Christian Brothers University as part of my application to the Educational Leadership Program, are my own and not the work of another individual.

Signature

Date

RELEASE OF INFORMATION

I hereby give Christian Brothers University full and free access to any and all information contained in my educational, employment, or other records, both past and current. By signing this release, I am granting permission to Christian Brothers University to consult with previous faculty members, university supervisors, cooperating teachers, principals, former employers, and past and present colleagues about my suitability for a career in teaching. I am also granting permission to Christian Brothers University to conduct a background check. I understand that any information about me obtained in this manner will be treated confidentially and responsibly.

Signature

Date

RELEASE OF RIGHTS TO VIEW RECOMMENDATION FORMS

I hereby release my rights to review the contents of the recommendation forms that I have requested.

Signature

Date

FINAL APPLICANT STATEMENT

All information stated on and submitted with this application is true to the best of my knowledge. I also assume full responsibility to clarify, change, or add any information that may be deemed necessary to complete my requirements for admission to the Educational Leadership Program. If I am admitted to the Program, I agree to update this information. I understand that my application and any requirements submitted with my application will be on file in the Department of Education for one year after the date of my signature below and that afterwards, the items will be destroyed.

Signature

Date

ATTACHMENTS AND INCLUSIONS

As indicated in this application packet, your application file must include several statements and essays, as well as test scores, transcripts, and letters of recommendation, before you will be scheduled for an interview. The Graduate Education Program Admissions Committee will meet to discuss your file and your application to determine whether to schedule you for an interview. Therefore, your file must be complete. The following instructions are intended to provide you with guidance for the statements, essays, and letters of recommendation, so that the items that you and your recommenders submit to your file are of the best quality possible.

1. STATEMENT OF PERSONAL NEEDS AND GOALS

This statement should be no more than a page in length, single-spaced, discussing why you are choosing to apply to this program. Please describe your personal and professional goals for the immediate future and for the longer term; your reasons for hoping that the M.S. degree in Educational Leadership the Basic Administrator License will help you meet these goals; and your overall expectations of the Graduate Education Program at CBU.

2. PHILOSOPHY OF TEACHING AND LEARNING

This statement should be a thoughtful discussion of your personal philosophy of education. Please address any of the following topics: the purpose of schooling in society; the role of leadership in the life of a school; the educational needs of today's students; the kind of curriculum that is important in the 21st century; what constitutes effective school leadership; the role of the school leader in today's society; the qualities that characterize excellence in leadership; or a blend of these or related topics. You do not have to address all of the topics suggested. We look for an essay that is double-spaced and typed or word processed, 2-5 pages suggested length. Please present your best writing.

3. AUTOBIOGRAPHICAL SKETCH

The Graduate Education Program Admissions Committee is eager to ensure that strong individuals who show promise of excellence in educational leadership. To assist the Admissions Committee and to provide a basis for conversation during interviews and initial assessments, you are asked to write a sketch of your life experiences. The purpose of this autobiographical sketch is to show how your life experiences have been gradually shaping your commitment to a professional career in education. Appropriate topics for this sketch include: your family and community background; your experiences with education and learning; your most influential school settings; your employment history; your values and commitments; your reasons for wanting to become a school leader; and strengths and limitations that you bring with you to schools and classrooms. Feel free to present information about yourself that will enable Admissions Committee members to know you better. Because this program emphasizes personal growth and development as an important foundation for professional preparation, your life history and experience is valued. This document should be 3-6 pages long, double-spaced.

4. RECOMMENDATIONS

When you are asking others to complete recommendation forms for you, please make sure that they receive the form that is part of the application. Although you are asking others to complete these forms, it remains your responsibility to ensure that they do so. You should follow up with your recommenders. Please stay in touch with the Graduate & Professional Studies Office at CBU (321-3291) to see if your letters of recommendation are in and if you need to follow up further with your recommenders.

PLEASE SEND A SEALED COPY OF MY TRANSCRIPT TO:

Graduate & Professional Studies
Education Program
Christian Brothers University
650 East Parkway South, Box T-5
Memphis, TN 38104

I attended your school from _____ to _____ .
(date) (date)

My transcript will be listed under the following:

Name _____

Social Security # _____ Date of Birth _____ / _____ / _____
month day year

Thank you for your prompt attention to this matter.

Sincerely,

Student Signature _____
Date

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Student Signature _____
Date