

Ohio University Classified Development Program Application for Fall 2009—Winter 2012

Please print or type:

NAME: _____ DATE: _____

CAMPUS ADDRESS: _____

OFFICE TELEPHONE: _____ EMAIL: _____

TITLE: _____

DEPARTMENT or UNIT: _____

SUPERVISOR NAME: _____

INSTRUCTIONS

The following information must be provided as part of the complete application process. Please mark with an X before the number for each item to indicate the completion of that requirement. Include this completed form with the submission of your full application material packet.

- ___ 1. Letter of application. Please explain (1) how you will benefit from your participation and completion of this program, and [2] how the university will benefit when you have successfully completed this program. (Limit 1 page)
- ___ 2. Job description. In your own words, please describe your current job and the job you want to have after completing this program. Please include areas of responsibility, specialized skills, and expertise for both. (Limit 2 pages)
- ___ 3. Standard resume. Please include contact information for two references who support your candidacy for this program. (Limit 2 pages)
- ___ 4. Letter of support from your supervisor. (Limit 1 page)

DEADLINE

The deadline for submitting completed application material packets is **June 10, 2009**. All application materials should be delivered to Teri Combs, OU Athens Campus, HR Building room 236A. For more information please call Teri at 593-1617, fax 3-0386, and email combst@ohio.edu.

SELECTION PROCESS

Applicants must be current OU employee, successfully completed employment probation, and have a minimum of twelve months experience at OU (as of Sept. 7, 2009). Only complete application packets will be reviewed by HR and the Classified Senate Executive Committee. Class enrollment is limited to 20 participants. The current course structure is based on the quarter system, but comparable program modifications will be made when OU converts to a semester system. If you are selected into the program then you must submit an official HS transcript for Ohio University enrollment.

All applicants will be notified of their program status by July 24, 2009.