

Eastside Business & Professional Women's Opportunity Award (Mature Woman)

The Opportunity Award aids the mature woman who must enter or return to the job market. These women need additional skills, training and education to upgrade their employment status. Candidates should be heads of households completing undergraduate programs or entering vocational or technical training programs.

Business and Professional Women (BPW/USA) has a network of 70,000 members nationwide. BPW/USA provides a range of programs and services to members, meeting needs unique to working women. BPW's mission is to achieve equity for all women in the workplace through advocacy, education and information. Our vision is to be the leading advocate for working women.

INSTRUCTIONS:

Please complete this application as thoroughly as possible and return it with completed references to the designated address at the bottom of page 4 - **BY MARCH 31st, 2008**. Before you begin this application **be sure you meet the Opportunity Award Criteria**:

1. Applicant shows characteristics of maturity in that she is motivated to improve her skills and qualifications and can accept responsibility.
2. Applicant is the head of her household, has a family financially dependent on her or demonstrates her need of financial assistance.
3. Applicant clearly indicates that specific educational training is necessary for her entry or re-entry into the job market, which will ultimately enable her to move to a higher job level.
4. Applicant is entering a vocational or technical training program, or is completing an undergraduate degree.
 - **Application should be typed.**
 - **If you cannot type, please use a black ink pen and print neatly.**
 - **All answers are to be entered on the application, except where noted.**

FAILURE TO FOLLOW DIRECTIONS WILL RESULT IN LOSS OF POINTS

PART I: PERSONAL DATA

FULL NAME:

MAILING ADDRESS:

CITY:

STATE:

ZIP CODE:

TELEPHONE:

BIRTHDATE:

NUMBER OF DEPENDENTS:

RELATIONSHIP: (If dependents are children, please list their ages.)

PART II: OCCUPATIONAL EXPERIENCE

List your most recent employment first and any work experience that directly relates to or may have helped prepare you for your **CAREER GOAL**.

Employer:

Address:

Beginning Date:
Ending Date:
Salary:
Responsibilities/Duties:

Reason for Leaving:

Employer:

Address:

Beginning Date:
Ending Date:
Salary:
Responsibilities/Duties:

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Reason for Leaving:

PART III: EDUCATION AND OTHER EXPERIENCE

List schools attended and any in which you are currently enrolled. Include any certificates or degrees you have earned, or training you have received that helped you prepare for your **CAREER GOALS.**

School:	Location:	Dates Attended:	Field of Study:	Graduation date/degree:
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

Have you ever received a scholarship, fellowship, grant or award for education/training accomplishments?

Source:	Amount:	School:	Dates:
1. _____	_____	_____	_____
2. _____	_____	_____	_____

List any educational accomplishments that would be of interest to the scholarship committee (last 5yrs.):

PART IV: GOALS

1. Are you currently enrolled in school? If no, have you been accepted?
_____ Yes _____ No _____ Start Date

2. Name of the institution you are enrolled in or plan to enroll in:

3. Approximate period of study (months/years) needed to accomplish your educational goals:

From: _____
To: _____

(Use a separate sheet of paper to answer Questions 4 & 5 - *no more than one typed page per question*)

4. Describe your career goals. List immediate and future goals in your chosen field of study.

5. After completing your program of study, how will you participate in & contribute to your community? Have you done or will you do any volunteer work?

PART V: PERSONAL STATEMENT

Why do you feel you would make a suitable Opportunity Award recipient? Address the criteria for this program and any adverse conditions you have overcome. (*No more than one typed page*)

PART VI: FINANCES

It is essential that this section reflect a TRUE picture of your financial need. Judges consider your total income and compare that to your expenses. Please be as candid as possible. In the “gross annual income” section, please report all amounts in annual/yearly figures (monthly x 12), In the “other” section, include any forms of income from odd jobs, Social Security benefits, public assistance, etc. This information will be kept confidential.

Annual Family Income

1. Gross Annual Income:	Source	Amount
<ul style="list-style-type: none">• Applicant• Spouse• Other household members		
<ul style="list-style-type: none">• TOTAL GROSS INCOME:		
2. Savings available for school:		
3. Financial Grants or Scholarships / Loans:		
4. Other (Benefits, child support, alimony, etc.)		

Projected Estimate of Annual Expenses

5. Applicant’s education expenses (this category refers to your education expenses only, not of your children/dependents). Transportation refers to either public transportation expenses when going to school or training, and/or cost of gas and car maintenance.

Tuition:	\$ _____
Books:	\$ _____
Transportation:	\$ _____
Other: (describe)	\$ _____

6. Annual family living expenses: (This is an annual figure.) If applicable, list amounts for the following: housing, food, utilities, clothing, car payments, day care, medical and other expenses for yourself and all dependents (itemize, if you wish, or estimate total):

PART VII: REFERENCES

Using attached Personal Reference form, submit **two** references from people who are not related to you along with your **completed** application. References **must** be sent with your application.

PART VIII: AGREEMENT

I understand that my application and supporting information become the property of Eastside BPW/USA, and they shall have discretionary authority in all matters pertaining to this award.

Completed application and references must be received by the local BPW/USA no later than **MARCH 31st, 2008.**

I certify that the information in this application is complete and accurate to the best of my knowledge, and I will notify the Eastside BPW Scholarship committee if there are any changes.

Signature of Applicant:

Date:

Send your application to:
Eastside BPW/USA
c/o Weber
10917 156th Court NE
Redmond, WA 98052

**Application with references attached
must be received no later than **MARCH 31st, 2008.****

**PERSONAL REFERENCE FOR A MATURE WOMAN'S
OPPORTUNITY AWARD CANDIDATE**

Thank you for taking your time to recommend _____
for consideration as a BPW/USA Eastside Opportunity Award candidate. Criteria for selection of
this award are attached to this form. Please use your personal knowledge of this candidate to
respond to the following:

1. How long have you known this candidate and in what capacity? (friend, employer, instructor,
etc.)?

2. What is your personal knowledge of the candidate's strengths/responsibilities in her life?
(Address specific examples and accomplishments at work, school, community, place of worship,
etc.)

3. What is your personal knowledge of the candidate's educational goals and her progress
toward accomplishing these goals? (Consider any barriers/difficulties this person has overcome.)

4. Is there any additional information you would like to mention that you think the judges should
know about the candidate? (Please refer to the criteria that are attached to this form.)

Name:

Date:

Address:

Telephone:

E-mail Address:

Please return completed reference to the applicant for submission with application.

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The recommended guidelines for choosing a recipient should include all or most of the following:

1. Applicant shows characteristics of maturity in that she:
 - can adapt to new situations
 - is motivated to improve
 - can accept responsibility
2. Applicant should be the head of her household with financial responsibility for her dependent (s), or clearly demonstrate a financial need.
3. Applicant clearly indicates that specific educational training is necessary for her entry or re-entry into the job market, which will ultimately enable her to move to a higher grade job level.
4. Applicant demonstrates financial need.
5. Applicant is entering vocational or technical training, or is completing an undergraduate degree.

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