

Application
for

VTLEAD
Vermont Leadership, Exploration and Development

A Center for Achievement in Public Service
Leadership Development Program for Current and Emerging Leaders

General Application Information

- Applicant must have been employed with Vermont State Government for at least 12 continuous months at the time of application.
- Applications must be complete and signed by the applicant's supervisor and appointing authority. Incomplete applications will be returned to the applicant.
- Applications must be submitted to DHR - VTLEAD@vermont.gov by close of business December 13, 2019.

Applicant Section

Name (print) _____

Job Title: _____

Agency/Dept./Div: _____

Work Telephone: _____

Work E-Mail: _____

Work Mailing Address: _____

Please respond to the following questions and attach additional pages, if necessary:

Have you been employed with the State of Vermont for at least 12 continuous months? Yes No

Are you a designated supervisor or manager? Yes No

Do you have a high school diploma or GED (required if pursuing college credit)? Yes No

Please describe the primary responsibilities of your position.

Please list training you have completed that has contributed to your ability to lead successfully in complex situations.

Why are you interested in participating in the VTLEAD program and what do you hope to gain from the experience?

How do you intend to contribute to your VTLEAD cohort and apply your learning to your organization?

Please describe your experience working as a successful team member to complete a project.

Please describe your experience working across departments and/or agencies to improve quality of service or work efficiencies (if none, please write N/A)

The VTLEAD program requires a significant investment of time and energy – approximately **144 total hours** including classes, mentoring sessions and 5+/- hours per month writing learning journals (if pursuing college credit). There is no commitment for additional compensation or overtime pay for hours above a VTLEAD participant’s regular work schedule. Are you prepared to devote the time and attention required to fully participate? Yes No

The information provided in this application is accurate and complete to the best of my knowledge.

Name and Date



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Supervisor's Section

Name _____

Job Title: _____

Agency/Dept./Div: _____

Work Telephone: _____

Work E-Mail: _____

Work Mailing Address: _____

Please describe the applicant's readiness for the VTLEAD program and how he/she has demonstrated the following qualities (attach additional pages if necessary):

- Ability to analyze one's leadership strengths and weaknesses; and
- Willingness to work toward personal growth and self-improvement; and
- Ability to take initiative to solve problems and implement new ideas; and
- Experience working collaboratively with team members to complete a project; and
- Commitment to improving the quality and effectiveness of one's work; and
- Professionalism in interactions with colleagues and customers.

I understand the VTLEAD program requires a significant time commitment on the part of the employee -- approximately **144 total hours** including classes, mentoring sessions and 5+/- hours per month writing learning journals (if pursuing college credit). I understand there is no implied commitment for additional compensation or overtime pay for hours above a VTLEAD participant's regular schedule (though overtime compensation may be approved in accordance with the department's policy). In making this recommendation, I have considered how this commitment may impact the work of the organization I supervise, and I support my employee's attendance at all training and mentoring sessions.

Supervisor Name and Date

Reviewed and approved by:

Appointing Authority Name and Date