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THE WHITE HOUSE
FELLOWSHIPS

file .

*Thirty*years



White House Fellowship Application

Instructions

Please read the entire application, the descriptive information in the brochure and these instructions, before answering any questions on the application. Review the eligibility requirements and be sure that you meet them before you apply. The Commission cannot legally consider applications from ineligible persons or grant exemptions from these requirements.

Type all responses and limit your replies to the spaces provided, except where essential to answer a question fully or when an explanation on a separate sheet is specifically requested. Any additional pages should be of standard 8½" x 11" size. Answer the questions fully and accurately, and sign and date the application in the space provided. Failure to do so may delay or prevent consideration of your application.

Your application **must** be accompanied by a minimum of 3 and a maximum of 5 personal evaluation forms furnished by individuals who have direct knowledge of your qualifications and character. One form is provided in the application, which you are requested to reproduce as needed. Have each form completed and returned to you in a sealed envelope with the evaluator's signature over the seal. Submit all five evaluations with your application.

The Commission may solicit evaluations from other persons listed in the application who were not named as references, but are in a position to measure your qualifications and character. You will be asked to submit certified educational transcripts if you are named a regional finalist. A candidate still under consideration at any stage in the selection process who experiences a change in employment or address is required to notify the Commission office of this change.

Before an application is submitted, all pages should be in proper sequence and secured with a paper clip (please do not staple). Any sheets used to answer essay questions or extend answers to other questions must have the applicant's name and the question number in the upper right corner.

Enclose the application, the five evaluations, and the cards on the final page of the application in a large envelope for mailing. Do not fold the application. Keep a copy of your application. Transmittal letters are not necessary.

Applications should be mailed to the President's Commission on White House Fellowships, 712 Jackson Place, NW., Washington, DC 20503.

Applicants will be notified by mail upon receipt of their applications. If notification is not received in a reasonable amount of time, please contact the Commission office at **202-395-4522**.

Applications must be postmarked no later than December 1. Applicants mailing applications on or about December 1 should ask for a postmark receipt to ensure the application is not rejected due to a delay in postmarking. Applications mailed from overseas should be sent by air mail and mailed as early as possible.

The Federal Government is an Equal Opportunity Employer. Hiring and advancement in the Government are based on qualifications and performance, regardless of your race, color, creed, religion, sex, age, national origin, or disability.

Eligibility

- Must be a United States citizen.
- Must not be a civilian employee of the Federal Government. Questions about eligibility can be answered by the Commission staff.

A completed application includes:

- Typed application with original signature on page 7.
- A minimum of 3 and a maximum of 5 personal evaluations.
- Postmarked on or before December 1.

White House Fellowship Application

1. Name (*Last, first, middle*)

7. Employer and address

2. Preferred title

- ☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms.
☐ Other _____

3. Other names used (*e.g., maiden*)

8. Your business address and position (and military rank, when applicable)

4. Home address (*Include ZIP Code*)

9. Your job affiliation:

- ☐ Academe ☐ Business ☐ Military
☐ State and Local Government ☐ Law
☐ Health Care ☐ Other Profession
☐ Non-profit Organization ☐ Student or Fellow
☐ Engineering ☐ Media

4a. Permanent address if not same as above.

5. Phone (*Include area codes*)

Home:
Office:

10. Birthplace (*City and state, or foreign country*)

6. Are you a citizen of the United States of America?

- ☐ Yes ☐ No

11. Birth date (*Month, day, year*)

12. Social Security Number _____

13a. Have you ever worked for or are you now working for the Federal Government or are you being paid by Federal funds? (*Include Active Duty Military Service.*) If so, please explain and give inclusive dates.

b. Have you ever been discharged from the Armed Forces under other than honorable conditions? ☐ Yes ☐ No

If your answer is **yes**, give details on a separate sheet of paper.

14a. Have you ever been discharged from any job, or have you quit after being informed that your employer intended to discharge you? ☐ Yes ☐ No

b. Have you ever been convicted of, or forfeited collateral for **any felony violation**? (*Generally, a felony is defined as any violation of law punishable by imprisonment of longer than one year, except for violations called misdemeanors under State law which are punishable by imprisonment of two years or less.*) ☐ Yes ☐ No

c. Have you ever been convicted of, or forfeited collateral for any **firearms or explosives violation**? ☐ Yes ☐ No

d. Are you **now** under charges for **any** violation of law? ☐ Yes ☐ No

e. During the **last 10 years** have you forfeited collateral, been convicted, been imprisoned, been on probation, or been on parole? ☐ Yes ☐ No

f. Are you **delinquent** on any Federal debt? (*Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, **plus** defaults on Federally guaranteed or insured loans such as student and home mortgage loans.*) ☐ Yes ☐ No

If your answer is **yes** to any of the above, give details on a separate sheet of paper.

15. It is helpful for the Commissioners evaluating your application to see “at a glance” the development of education and career patterns. Therefore, on a separate sheet of paper, please provide a chronological listing of all positions you have held, employers, and dates held. Work back from your current position and include all post-secondary school education. Account for all periods of unemployment and military service.

Educational Background

16. Please provide the following information about your education, high school and beyond:

Name and location of schools	Dates attended From To	Degree or diploma and field	Class rank (top 10% 1st, 2nd, 3rd, 4th quarter)
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17. Please list, describe and explain the purposes of the major extracurricular activities in which you participated. For each activity listed, specify the name of the school, college or university; any offices held; the length of your membership and the level of your participation. Also list any major awards or recognitions received.

Work Experience

18. If you have taken a test or examination that is required in order to qualify for the practice of any occupation or profession, give the information requested for each such test or examination, and for each time you took the examination, if more than once.

Full name of test or examination (NOT initials)	Administering agency	State or jurisdiction	Year	Passed	
				☐ Yes	☐ No
				☐ Yes	☐ No
				☐ Yes	☐ No

19. After having qualified for the practice of any occupation or profession, have you ever been barred from such practice or disciplined by any agency because of your conduct? ☐ Yes ☐ No
If your answer is **yes**, state on a separate sheet of paper the dates of and reasons for such debarment or disciplining, the name and address of the agency concerned, and whether you have been reinstated.

20. Detail and describe your work experience. Start with your present position and work back. Account for all periods of time since your first employment, including periods of unemployment and time spent as a student or in military service. If you have been graduated from school for more than eight years, you may summarize part-time or summer employment while you were obtaining your education. Reproduce page 4 as necessary to complete this question.

a. Dates of employment (<i>Month, year</i>)		Name and address of employer	Place of employment (<i>City and state</i>)
From	To present time		
Kind of business or organization (<i>manufacturing, accounting, insurance, etc.</i>)		Name, title, and present address of immediate supervisor	
Exact title of position	Salary or earnings Starting \$ per Final \$ per	Number and kind of employees you supervised	
Description of work			

Describe any outstanding contributions made by you in this work, and list any citations, awards, or unusual promotions.

☐ Dates of employment (<i>Month, year</i>) From: To:	Name and address of employer	Place of employment (<i>City and State</i>)
Reason for leaving		

Kind of business or organization (<i>manufacturing, accounting, insurance, etc.</i>)	Name, title, and present address of immediate supervisor
--	--

Exact title of position	Salary or earnings		Number and kind of employees you supervised
	Starting \$	per	
	Final \$	per	

Description of work

Describe any outstanding contributions made by you in this work, and list any citations, awards, or unusual promotions.

☐ Dates of employment (<i>Month, year</i>) From: To:	Name and address of employer	Place of employment (<i>City and State</i>)
Reason for leaving		

Kind of business or organization (<i>manufacturing, accounting, insurance, etc.</i>)	Name, title, and present address of immediate supervisor
--	--

Exact title of position	Salary or earnings		Number and kind of employees you supervised
	Starting \$	per	
	Final \$	per	

Description of work

Describe any outstanding contributions made by you in this work, and list any citations, awards, or unusual promotions.

Voluntary Community Activities

21. List the major civic and social activities (non-job related) in which you have participated during the past ten years. Describe the purposes, objectives and size of each organization, and your level of participation ("helped organize," "served as president," etc.). List any awards or special recognition that you received for these activities, and indicate for each activity listed the inclusive dates of your participation.

Name and address of organization	Purposes or objectives	Size	Level of participation	Dates	Awards and recognitions
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22. What do you consider to be your most significant contribution to your community? Explain why or in what ways you consider it to be significant.

Professional and Occupational Activities

23. List the major business and professional activities in which you have participated during the past ten years. Describe the purposes, objectives and size of each organization, and your level of participation ("helped organize," "served as president," etc.). List any awards or special recognition that you received for these activities, and indicate for each activity listed the inclusive dates of your participation.

Name and address of organization	Purposes or objectives	Size	Level of participation	Dates	Awards and recognitions
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24. What do you consider to be your most significant contribution to your professional field? Explain why or in what ways you consider it to be significant.

25. On a separate sheet of paper write a memorandum, *of not more than 500 words*, for the President, making a specific policy proposal. Explain why you think it is important, what issues it raises, and why you think he should support it. If you exceed the word limit, your application will be disqualified.
-
26. On a separate sheet of paper describe, *in 300 words or less*, your life's ambition, what you hope to accomplish or achieve in your lifetime, and what position you hope to attain. If you exceed the word limit, your application will be disqualified.
-
27. On a separate sheet of paper describe, *in 300 words or less*, why you want to be a White House Fellow, what you consider to be your major strengths and qualifications for the program, and what benefits you feel are likely to result from your participation. If you exceed the word limit, your application will be disqualified.
-
28. **References.** List a minimum of 3 and a maximum of 5 personal evaluation persons who are NOT RELATED TO YOU AND WHO HAVE DIRECT KNOWLEDGE of your qualifications and character. At least one person listed should have professional competence in your field; at least one should have knowledge of your major community or civic activities; at least one should have knowledge of your business or professional accomplishments; and one should be your present supervisor, if applicable. Please reproduce the personal evaluation form which is bound into this application and have it completed by each of the persons listed below. Each reference should seal the form in an envelope and sign his/her name across the seal and return the form to you. *These references must be included with your application.* Your application cannot be evaluated without the references.

List full name of references:

- 1.
- 2.
- 3.
- 4.
- 5.

CERTIFICATION

I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I know and understand that any or all items contained herein may be subject to investigation or verification and I consent to the full release of all information concerning my capacity and fitness by employers, educational institutions (who are also authorized to release my academic records), law enforcement agencies, and other individuals and agencies to duly accredited investigators of the Federal Government or to the Commission for that purpose.

Signature of applicant _____
(Sign in ink)

Date _____

THE FOLLOWING INFORMATION IS REQUESTED ON A WHOLLY VOLUNTARY BASIS AND IS INTENDED ONLY TO AID US IN EVALUATING OUR RECRUITMENT AND ADMINISTRATIVE PROCEDURES. THIS SHEET WILL BE DETACHED FROM YOUR APPLICATION AND WILL NOT BE SEEN BY EVALUATORS AT ANY STAGE.

1. How did you hear about the program? (Please be specific)

2. Do you feel this brochure has fully explained the fellowship and anticipated most of your questions? ☐ Yes ☐ No

If not, how might it be improved?

3. Race and National Origin Identification. Please check one:

A ☐ American Indian or Alaskan Native

A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.

B ☐ Asian or Pacific Islander

A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

C ☐ Black, not of Hispanic Origin

A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic).

D ☐ Hispanic

A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include persons of Portuguese culture or origin.

E ☐ White, not of Hispanic origin

A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). Also includes persons not included in other categories.

4. State of Residence _____

5. Birth Date _____

6. Have you ever been a Regional Finalist? Yes _____ No _____

If Yes, give Region and the year _____.

You are requested to furnish this information under the authority of 42 U.S.C. § 2000e-16, which requires that Federal employment practices be free from discrimination and provide equal employment opportunities for all. Solicitation of this information is in accordance with Department of Commerce Directive 15, "Race and Ethnic Standards for Federal Statistics and Administrative Reporting."

This information will be used in planning and monitoring equal employment opportunity programs. Your furnishing of this information is voluntary. Your failure to do so will have no effect on your candidacy for the White House Fellowship program.

Your name

President's Commission on White House Fellowships

PERSONAL EVALUATION

Applicant: Please print or type your name: _____

To the person completing this evaluation:

The White House Fellowship Program, begun in 1964, seeks to identify gifted and highly motivated Americans. It offers them first-hand experience in the process of governing the Nation and a sense of personal involvement in the leadership of the society. The above-named individual has applied for one of the 11 to 19 White House Fellowships.

The Commission depends on persons who have known the applicant personally and in his/her studies, work or civic activities. The Commission urges you to be as specific and candid as possible, citing any particular incidents that illustrate the applicant's maturity, purposefulness and initiative. Your prompt submission of this form will be most helpful, as the applicant can neither complete his/her application nor be considered without your remarks.

Please note that provisions of the Privacy Act of 1974 entitle applicants, upon request, to have access to records about themselves, including this evaluation, and that it is the Commission's practice to destroy personal records of this sort 60 days after a letter advising a candidate that he or she has been eliminated from the competition has been mailed.

Please return this form plus any additional sheets in a sealed envelope with your signature across the seal. The applicant will then submit the sealed envelope as part of the completed application package to the President's Commission on White House Fellowships.

Thank you for your time, assistance, and cooperation.

(Reproduce this form and use as needed)

Name of Applicant _____ Name of Evaluator _____

Below is a series of descriptive statements. Based on your knowledge of the candidate, decide the extent to which each statement is descriptive of him or her and place a check mark in the appropriate column. A check under "5" means that the statement is completely and consistently descriptive of the candidate in all contexts, circumstances, and occasions in which you have known or observed him/her and you rate him/her "outstanding" (top 5%); "4" means that the statement is almost always descriptive and you rate him/her "excellent" (top 15%); "3" means that the statement is almost always descriptive and you rate him/her "good" (top third); "2" means that it is occasionally descriptive and you rate him/her "average" (middle third); "1" means that the statement is not descriptive at all and you rate him/her "poor" (bottom third). (If you do not feel that you can evaluate the candidate in some particular, check the "Don't Know" column.)

	5	4	3	2	1	Don't Know
Intellectual ability						
Displays rigorous analytical powers						
Demonstrates critical facility						
Is clear in reasoning ability						
Writes clearly and convincingly						
Speaks clearly and convincingly						
Personal integrity and responsibility						
Demonstrates courage of convictions						
Accepts blame when it is his/hers						
Keeps his/her word						
Inspires trust on part of associates						
Decisiveness, energy, vigor, creativity						
Follows through on work						
Eager to assume responsibility						
Initiates innovative solutions						
Fulfills commitments						
Leadership						
Inspires confidence in others						
Channels/directs efforts of others						
Convinces by sound reasons						
Takes responsibility for decisions he/she makes						
Gives subordinates full credit for what they do						
Is respected for wisdom and courage of his/her leadership						
Civic-mindedness and sense of responsibility						
Believes firmly in the ideals and principles of American Government						
Feels and demonstrates a strong sense of obligation to his/her community						
Self-confidence, poise, ability to get along with others						
Is poised and confident of his/her ability						
Profits from constructive criticism						
Remains stable under stress						
Is able to work cooperatively and not just alone						
Is clear and persuasive in argument						

Although your rating of the applicant on the above scales will be important in judging his/her qualifications for a White House Fellowship, even more important will be your candid and specific comments answering the following questions. Please attach additional sheets as necessary.

1. What do you feel are the applicant's major strengths? Please include a specific example or an occasion in which these strengths were demonstrated.
2. What do you feel are the applicant's weaknesses?
3. What do you consider to be the major impact the applicant has made in his/her professional work?
4. What do you consider to be the candidate's major contribution to his/her community, outside his/her professional work?
5. What has the candidate done that you consider to be especially enterprising or creative?
6. Describe the situation, circumstance, or occasion that you feel most significantly called upon the candidate's leadership, judgment, abilities, and capacity and describe how he or she responded or acted in that situation.
7. What is the candidate's potential? What position or level of responsibility do you expect the candidate to achieve in his/her lifetime?
8. In what specific ways would you anticipate that this person would benefit personally and professionally, if selected as a White House Fellow?
9. To what extent and in what specific ways would you expect this candidate's community and the Nation to benefit from his/her participation in the Fellowship program?
10. If you were the President or Vice President of the United States, or a member of the cabinet, would you select this person to be a key member of your personal staff?

☐	☐	☐	☐	☐
DEFINITELY	PROBABLY	POSSIBLY	PROBABLY NOT	NO
11. All things considered, how does this person's ability and potential compare to others with whom you are acquainted?

☐	☐	☐	☐	☐
OUTSTANDING	EXCELLENT	GOOD	AVERAGE	POOR
(top 5%)	(top 15%)	(top third)	(middle third)	(bottom third)

Name (please print)

Address

Title

Phone No.

Nature of business, occupation, profession

How long have you known applicant? _____ In what connection? _____

Signature

Date

Records Retention

Pursuant to the Freedom of Information Act (5 USC §552, as amended) and the Privacy Act of 1974 (5 USC §552a), the President's Commission on White House Fellowships operates its competitive application process and collects personal information for its use in evaluating applicants under authority of Executive Order No. 11183, as amended.

Applicants furnish the information requested in the application form voluntarily. Failure to furnish all of the requested information, however, may result in an applicant being eliminated from consideration for a Fellowship.

All files, records, and other material submitted by or in behalf of any applicant, or collected or obtained with regard to an applicant, are used by those persons associated with the Commission for the purpose of screening and evaluating applications for White House Fellowships and will not, as a general rule, be disclosed to any person not associated with the Commission.

The information collected may also be used in aggregate form for statistical analysis that will not identify individuals. (The application forms of persons selected as White House Fellows may, however, be circulated to appropriate Executive Branch officials

incident to placing Fellows in assignments for the Fellowship year and subsequently may be retained, along with other applicant file materials, by the Commission in its permanent files on persons who are selected as White House Fellows. These permanent records are accessible to the individuals concerned.)

Sixty days after a letter has been mailed to an applicant advising that he or she has been eliminated from the competition, all materials in the applicant's file will be destroyed and this procedure will be repeated after each stage of the selection process.

The Commission cannot assume responsibility for the return of applications or supporting documents. Applicants are, therefore, advised to retain copies of their application forms and not to submit irreplaceable documents or other materials with applications.

U.S. Office of Personnel Management
President's Commission on
White House Fellowships
Washington, D.C. 20415

Official Business
Penalty for Private Use, \$300

To ensure prompt notification of status, please fill
your name and address within the brackets below.

(Your Name)

(Address)

(City and State)

(ZIP Code)

Mr.

Mrs.

Miss

Ms.

1. (Last Name) (One Given Name) (Initial)

2. Address (Include ZIP Code)

3. Home Phone (Include Area Code) 4. Date of Birth

5. Office Phone (Include Area Code) 6. Date of This Application

YOUR APPLICATION HAS BEEN RECEIVED.

**YOU WILL BE NOTIFIED OF YOUR STATUS
APPROXIMATELY FEBRUARY 20**

President's Commission on
White House Fellowships