

INSTRUCTIONS AND ADVICE FOR APPLICANTS FOR THE 2012 GOVERNOR'S LEADERSHIP FOUNDATION PROGRAM

PLEASE READ CAREFULLY - applicants who do not follow the instructions may not have their application considered.

1. Any questions about this application should be directed to Claire Johnson at the Leaders Institute of SA office on 08 7070 0960.
2. Please complete each section in full - **IT IS ESSENTIAL TO ANSWER ALL QUESTIONS.**
3. Type or handwrite all answers clearly.
4. Please keep your answers concise.
5. Up to four letters of recommendation will be accepted. **NO OTHER ATTACHMENTS WILL BE CONSIDERED.**
6. The application form must be signed by both applicant and employer - **BEFORE SUBMISSION.**
7. All applications will be acknowledged. If you don't receive an acknowledgement within 10 days of submission then please call the Leaders Institute of SA office on **08 7070 0960.**
8. The selection panel will interview a selection of short listed applicants.
9. All applicants will be advised of the outcome of their application once the recruitment and selection process has been completed (by late-November 2011).
10. Individuals may nominate themselves, but applicants must have the full support of their employer to participate.
11. **Full attendance at the Orientation Weekend, Field Trips and Closing Retreat is a course requirement.** Participants must not miss more than one of the full day seminars and must be able to attend **A MINIMUM OF 80%** of the scheduled lunch, evening and half day seminars respectively. In addition, participants must not miss more than one full day session or two consecutive sessions. Those who fail to meet the attendance requirements (for whatever reason) may be asked to withdraw and/or may not be awarded a Fellowship on completion of the program year.
12. We are committed to encouraging a broad range of candidates from diverse backgrounds, industry sectors and occupational areas.
13. No individual should be discouraged from applying for economic reasons. Scholarships are available. A separate form must be filled out if you wish to apply for a scholarship. This is available from our administration by emailing claire.johnson@lisa.com.au The completed scholarship form must be submitted with your application.
14. All applications are confidential.
15. For each intake, a balanced mix of background, industries occupations, experience and gender will be selected by the panel. The selection panel uses the criteria outlined in the prospectus.
16. Given the time commitment involved in undertaking the GLF program, and to be fair to the individual, their family and employer, it is unlikely that participants who are enrolled in a formal course of study (including part-time degrees, diplomas, etc.) will be accepted/considered.
17. Only in exceptional circumstances will more than 1 nominee from any one organisation be accepted for participation in the program in the same year.
18. Entry to the program is competitive. There are up to 40 places available for the 2012 program.
19. If you are offered a place in the program you will be provided with dates for all compulsory sessions at the time of this offer. If at this point it becomes apparent that you cannot achieve the attendance requirements then you should not accept the offer to participate in the program.
20. Please post or deliver the original and 5 copies of your application to: Niki Vincent, Chief Executive, Leaders Institute of South Australia, Level 1, 164 Greenhill Road, Parkside SA 5063. **ENSURE DELIVERY OF YOUR APPLICATION TO OUR OFFICE BY 5PM ON MONDAY 12 SEPTEMBER 2011.**
21. Applicants who do not follow these instructions may not have their application considered.

PERSONAL DATA

Name: _____
Surname First Middle

Preferred Name: _____
Age: _____ Date of Birth: _____ Female/Male

Home Address: _____

Phone: Work/Daytime: _____ Mobile _____

Home Postal Address: _____

(if different from above)

Name of organisation you are employed by: _____

Your Business Title: _____
(eg. Sales Manager)

Business Address: _____

Business Postal Address: _____

(if different from above)

Email Address: _____

Facsimile: _____

Where did you hear about The Governor's Leadership Foundation (GLF)?

TV Newspaper Email Website Radio Friend/Colleague (name) _____

Length of Residence in South Australia: _____

Other States/Countries lived in (and for how long): _____

First Language: _____

Other Languages spoken at home: _____

Do you identify as Aboriginal or Torres Strait Islander (please circle) YES NO

Main Personal Hobbies/Interests: _____

EMPLOYMENT / EXPERIENCE

Present Employer/Organisation:

Title/Position on Joining:

Date Began:

Present Title:

Since: *(date)*

Brief Description of current Responsibilities: *(role, budget, staff etc.)*

How many days per month does your work require you to be out Adelaide *(if applicable)?*

Previous Employment: *(in reverse chronological order)*

Employer	Title/Responsibility	From/To	Reason for Leaving
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What do you consider your highest career achievement to date?

ACTIVITIES AND ORGANISATIONS

What are your main community interests?

Please list, in order of importance to you, up to five community, civic, professional, business, religious, social, sports and other organisations of which you are, or have been, a member indicating any positions of responsibility:

Organisation	Approximate Dates of Membership	Position Held
1.		
2.		
3.		
4.		
5.		

How much time each month do you currently commit to the above organisations or equivalent activities?

What do you consider your most important achievement in any of the above organisations? Why?

Have you been as active in community activities as you would like? If not, what have been the major barriers to becoming involved?

ACTIVITIES AND ORGANISATIONS *Continued*

If you have previously not had the time or interest to become actively involved, what conditions have changed that now enable you to seek involvement in the community?

What kinds of community activities would you like to pursue in the future?

AWARENESS

What do you feel are the two most significant problems we are facing today?

AWARENESS *Continued*

What do you feel needs to be done on one of these issues?

What are the two most exciting opportunities available to Australia/South Australia?

AWARENESS *Continued*

What do you feel needs to be done to develop one of these?

PERSONAL

What are your reasons for nominating for The Governor's Leadership Foundation?

PERSONAL *Continued*

What particular strengths and experiences would you bring to the program?

How would you expect the broader community to benefit from your successful completion of the program?

Why do you think you should be selected?

PERSONAL *Continued*

Who is/are your personal inspirational leader(s) or role model(s), and *Why*?

Using a few adjectives or phrases describe yourself.

PARTICIPATION

Attendance

Full attendance at the Orientation Weekend, Field Trips and Closing Retreat is **a course requirement**. Participants must not miss more than one of the full day seminars and must be able to attend **A MINIMUM OF 80%** of the scheduled lunch, evening and half day seminars respectively. In addition, participants must not miss more one full day session or more than two consecutive sessions. Those who fail to meet the attendance requirements (for whatever reason) may be asked to withdraw and/or may not be awarded a Fellowship on completion of the program year. Full attendance in this program equates to approximately 4-5 weeks full time, plus reading and preparation time. What percentage of the sessions do you believe you will be able to attend?

I believe I will be able to attend ___ % of the sessions (please insert figure).

Participant Fee

If accepted into the program you will be billed for a personal contribution of **\$11,000 plus GST**. Fees account for only part of the funding for places in the Program. The remainder (approx 30% per person) will come from sponsors and in-kind supporters.

REFERENCES

NB: Employer (or Sponsor) declaration must be signed by the organisation's Chief Executive Officer or State Manager (if other than the applicant).

Employer (or Sponsor): This candidate has my full support to participate in The Governor's Leadership Foundation program. I am fully aware of the time commitment and other program requirements.

Name:

Title:

Organisation:

Signature:

Date:

Personal Recommendations: List 2 persons (other than your CEO/Sponsor) who are knowledgeable about your leadership performance and potential and would be happy to be your referees.

Name:

Organisation:

Title:

Phone:

Name:

Organisation:

Title:

Phone:

Declaration

I _____ (**please insert your name**) understand the goals and time commitment of The Governor's Leadership Foundation Program. If selected, I will devote the required time to the Program and ensure that the personal contribution (**\$11,000 plus GST**) is paid by the due date, prior to the start of the program year. I acknowledge that any request for a full or partial scholarship must be on the prescribed form, obtainable from the Leaders Institute of SA office, and is to be submitted with this application. I further understand that, upon graduation from the GLF program, I am committing myself to active involvement in the alumni program of the GLF (GLF Network) and to increased community involvement.

Applicant's Signature:

Date:
