Educational Scholarship Award Application

Eligibility Criteria: If you have answered YES to all the questions below, you are eligible to apply. If not, you are not eligible this fiscal year, please apply next year.

Do you currently work at least 24 hours each week?	☐ **Yes**	☐ **No**
Have you worked for VOANS for at least 90 days?	☐ **Yes**	☐ **No**
You do not have any corrective actions within the past 12 months?	☐ **Yes**	☐ **No**

Amount of scholarship award you are requesting? (Note: $5,000 maximum) $_____

PART 1: EMPLOYEE TO COMPLETE

Full Name: _____

Facility/Property Name: _____

Date of Hire: _____ **Current Position:** _____

Please briefly identify the degree or certificate program that you would like to receive if an award is granted.

Planned Graduation/Completion Date: _____

Have you ever received a scholarship with Volunteers of America? ☐ Yes ☐ No

If yes, what year? _____

Please complete the Following: Remember, your answers to these questions will be scored, and the score will determine your award. Being specific and thorough with your answers is recommended.

PLEASE COMPLETE THE FOLLOWING:

You're seeking an educational scholarship. Please elaborate on the factors that sparked your interest in this field and this goal is relevant to your current job (Attach additional sheet if needed):

PART 1: EMPLOYEE TO COMPLETE – Continued

Please describe how you actively participate within your community/facility/property. Are you involved in any committees or activities at work? If you are awarded the scholarship, how do you plan to stay engaged with your community/facility/property?

What do you believe sets you apart from other applicants and makes you uniquely deserving of this scholarship?

I understand that any false answers or statements made by me in this Scholarship Application or other required documents shall be considered sufficient cause for disqualification from the educational scholarship program. I further understand that the granting of a scholarship award is given in anticipation of possible employment in a new area of responsibility. I agree to continue employment of at least twenty-four (24) hours per week with Volunteers of America National Services and at least one year following completion of the educational program funded by this scholarship award.

Applicant's Signature

Date

****Please provide this application to your supervisor for completion.**

PART 2: SUPERVISOR RECOMMENDATION

Supervisor Recommendation

You are being asked to recommend this applicant for the VOANS Educational Scholarship Fund. A meeting with the employee to discuss educational pursuits is necessary prior to completing this form. Please complete the following and forward this application to your Regional Leadership.

Recommendation:

☐ Strong recommendation

☐ Neutral recommendation

☐ No recommendation

How many years/months have you supervised the applicant? _____

Describe why you believe this applicant is a candidate for the VOANS Educational Scholarship Fund.

_____ _____

Supervisor Name Title

Your signature confirms your approval and recommendation of this application to be considered for a scholarship award.

****Forward this application to Community HR or Designee**

PART 3: HUMAN RESOURCES CONFIRMATION OF ELIGIBILITY

I have reviewed the employee's personnel file and there are no corrective actions for the past 12 months. ☐

Employee has completed their Introductory Period (90 days) ☐

This employee is scheduled at least 24 hours per week. ☐

_____

Human Resources Signature

****Forward the completed application to Dawn Cruikshank at dcruikshank@voans.org.**

Scholarship Fund HR Scoring Sheet

Full Name: _____

Facility/Property Name: _____

Date of Hire: _____ **Current Position:** _____

Please place a check in the appropriate box at the end of each description listed below – only one check per section.

Educational Goals and Relevance to Job	**Possible score**	✓
Clearly Defined Goals	0.2	
Goals somewhat related to job	0.15	
Goals unrelated to job	0.1	
Community/Property Engagement (Involvement, activities, shared new ideas with mgr. etc.)		
Significant contributions	0.2	
Some contributions	0.18	
Limited contributions	0.15	
No notable contributions	0.05	
Participation (Relias/Edge2Learn is up-to-date) in required trainings		
Has participated in and is up to date with Relias	0.2	
Relias/Edge2Learn are at least 50% complete	0.15	
Has not participated in either Relias or Edge2Learn	0	
Recommendation from Supervisor		
Strong/Positive	0.2	
Neutral	0.15	
Not recommended	0	
Employee is in good standing with no write ups in the last year		
Yes	0.2	
No	0	

Human Resources Business Partner: _____