



WESTERN WASHINGTON COUNTY EMPLOYER COUNCIL

2010 SCHOLARSHIP GUIDELINES

The following information will inform you of the funds that are available, scholarship criteria, disbursement of funds, application materials and the timeline for application submission.

SCHOLARSHIP FUND ~

- ★ WWCEC will grant two (2) scholarships for up to \$1000 each.
- ★ These funds are for training, books and training supplies.
- ★ Scholarship funds must be used within 12 months of the award date.
- ★ Funds are paid directly to the training institution.

CRITERIA ~

- ★ Applicants must either be working with a company that is located in Washington County or if not employed, applicant must reside within Washington County or must be a student currently attending an educational institution within Washington County.
- ★ Applicants must be at least 18 years of age at the time that he or she begins school.
- ★ Applicants must demonstrate the ability to benefit from vocational training or continued higher education.
- ★ Applicants must demonstrate they have the commitment to successfully complete the funded training.
- ★ Applicant must participate in an interview with the WWCEC Scholarship Committee.

APPLICATION MATERIALS ~

- ★ Original WWCEC Scholarship Application.
- ★ Industry Research. The applicant is required to research the industry in which the training is desired. Information to be included:
 - ✧ Industry growth forecast for desired occupation;
 - ✧ Necessary degrees, license or certifications for position;
 - ✧ Wage scales and career potential for position;
 - ✧ Include the resources used to obtain information.
- ★ Submit two (2) original Professional Reference Forms from a current or recent employer, professor or teacher, coach, case worker, etc...

APPLICATION TIMELINE ~

- ★ January 1, 2010 Accepting Applications
- ★ **March 31, 2010** **Application Deadline**
- ★ April 19- 23, 2010 Interview Process Begins
- ★ May 3, 2010 Decision will be made and applicants will be notified
- ★ May 21, 2010 Winners will be presented at WWCEC Board Meeting

APPLICATION INFORMATION ~

For information and/or to obtain a WWCEC 2010 Scholarship Application packet contact Marti Spinks.
All application materials must be submitted no later than close of business day **Wednesday, March 31, 2010** to:

Marti E. Spinks, WWCEC Coordinator
c/o WorkSource Portland Metro
241 SW Edgeway Drive
Beaverton, Oregon 97006
503-526-2706 503-503-526-2757 (fax)
marti.e.spinks@state.or.us
www.oec.org



WESTERN WASHINGTON COUNTY EMPLOYER COUNCIL 2010 SCHOLARSHIP APPLICATION

Applicant must fully complete and sign the Scholarship Application, Program Description, Industry Research and two (2) Professional Reference Forms no later than the deadline of **Wednesday, March 31, 2010**.

APPLICANT'S FULL NAME

DATE

ADDRESS

CITY

STATE

ZIP CODE

HOME TELEPHONE

MESSAGE TELEPHONE

EMAIL ADDRESS

Circle your highest level of education completed:

GED

HIGH
SCHOOL

TRADE
SCHOOL

ASSOCIATES
DEGREE

BACHELORS
DEGREE

OTHER

If currently employed, please fill out this section:

COMPANY NAME

EMPLOYER ADDRESS

SUPERVISOR'S NAME

SUPERVISOR'S TELEPHONE

\$

YOUR JOB TITLE

HOURLY WAGE

OF YEARS WITH
THE COMPANY

OF HOURS
PER WEEK

~ EDUCATIONAL / TRAINING INFORMATION ~

ARE YOU CURRENTLY ATTENDING SCHOOL? YES NO Name of School:

WHAT KIND OF TRAINING OR CONTINUED EDUCATION ARE YOU PLANNING TO TAKE?

Please be specific, Examples: computers, medical terminology, welding, early childhood development, certified nurses assistant, management, truck driving, flagger, etc...

WHAT DEGREE OR CERTIFICATION WILL BE RECEIVED UPON COMPLETION?

WHAT COSTS WILL BE INCURRED DURING THE FULL EDUCATIONAL PROGRAM?

Please include tuition, registration fees, lab fees, books, necessary tools and or supplies, etc...



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~ EDUCATIONAL INSTITUTION INFORMATION ~

NAME OF INSTITUTION

ADDRESS (include city, state & zip code)

CONTACT PERSON

E-MAIL

PHONE

NAME OF PROGRAM

START DATE

END DATE

DESCRIPTION OF PROGRAM (attach program description)



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Applicant must fully complete and sign the Scholarship Application, Program Description, Industry Research and two (2) Professional Reference Forms no later than the deadline of **Wednesday, March 31, 2010**.

PLEASE ANSWER THE FOLLOWING QUESTIONS

YOU MAY CONTINUE YOUR RESPONSES ON A SEPARATE PAGE AND ATTACH

WHAT ARE YOUR CAREER GOALS?

HOW WILL THIS SCHOLARSHIP ASSIST YOU IN ACHIEVING YOUR CAREER GOALS?

I verify that the information I have provided in this application is complete and accurate to the best of my knowledge. If I receive this scholarship, I agree to complete the course listed. I agree to keep the WWCEC updated and informed of my progress. I agree to submit necessary documentation upon request. I agree to attend the necessary WWCEC board meetings to accept the scholarship and to give bi-yearly reports of my progress. I agree to allow photographs of me be used for future advertising and marketing on the website and/or printed materials. I understand that all money will be paid directly to the training institution after the invoice(s) are submitted. I also understand that it will take 2-4 weeks for processing payment.

SIGNATURE OF SCHOLARSHIP APPLICANT

DATE

SCHOLARSHIP INFORMATION CONTACT:

Marti Spinks, WWCEC Coordinator
WorkSource Portland Metro
241 SW Edgeway Drive Beaverton, Oregon 97006
Telephone (503) 526-2706 Fax (503) 526-2757
marti.e.spinks@state.or.us
www.oec.org

Please return completed and signed Scholarship Application, Program Description, Industry Research and two (2) Professional Reference Forms to listed name and address no later than **Wednesday, March 31, 2010**.



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Applicant must fully complete and sign the Scholarship Application, Program Description, Industry Research and two (2) Professional Reference Forms no later than the deadline of **Wednesday, March 31, 2010**.

~ INDUSTRY RESEARCH INFORMATION ~

YOU MAY CONTINUE YOUR RESPONSES ON A SEPARATE PAGE AND ATTACH

The applicant is required to research the industry in which the training is required. Information to be included:

- ★ Industry growth forecast for desired occupation;
 - ★ Necessary degrees, license or certifications for position;
 - ★ Wage scales and career potential for position
 - ★ Include the resources used to obtain information.
-

Industry growth forecast for desired occupation:

Necessary degrees, license or certifications required for position:

Wage scale and growth potential for the position:

Resources used to obtain above information:



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~ PROFESSIONAL REFERENCE FORM ~

Applicant must fully complete and sign the Scholarship Application, Program Description, Industry Research and two (2) Professional Reference Forms no later than the deadline of **Wednesday, March 31, 2010**.

The scholarship applicant listed below is requesting a training scholarship from the Western Washington County Employer Council (WWCEC). Please fill out the following Professional Reference Form and return it to the applicant..

The intent of this scholarship is to offer training opportunities to individuals either working in Washington County or if not employed, the applicant must reside within Washington County. The WWCEC believes that it is important to participate in the growth of our community's workforce and in turn have committed to provide funding. WWCEC hopes that with these funds an individual can improve their standard of living by increasing their employability.

The Western Washington County Employer Council is a partnership between Washington County employers and the Hillsboro branch of WorkSource Oregon Employment Department. The Employer Council is a team of volunteer employer representatives who serve as advisors to the Oregon Employment Department to identify and address local employment challenges.

SCHOLARSHIP APPLICANTS FULL NAME

DATE

REFERENCE NAME

REFERENCE OCCUPATION

REFERENCE PHONE

REFERENCE E-MAIL

AFFILIATION TO APPLICANT

Please write freely about the applicant that has requested a reference from you. We would like for you to include the following:

- * How long have you known this individual?
- * What professional relationship do you and this individual share?
- * Do you believe this individual has the motivation and desire to complete the training?
- * How do you believe this individual will benefit from the scholarship and training?

Please include any additional information that you believe will assist us.

I verify that the above information I have provided regarding the applicant is complete and accurate to the best of my knowledge.

REFERENCE SIGNATURE

DATE

The Western Washington County Employer Council (WWCEC) would like to thank you for taking the time to fill out the above form in behalf of our vocational scholarship applicant. If you have any questions regarding the scholarship process or the employer council, please contact Marti Spinks at 503-526-2706 or by email at marti.e.spinks@state.or.us.