



## CRHRA HR LEADERSHIP PROGRAM

### *Confidential Application, Class of 2017*

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#### Instructions

- Please limit answers to available space.
- Application must be typed, completed in full, and signed by candidate and candidate's employer. INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED. This document is available in Word at [http://www.crhra.org/associations/7646/files/hr\\_leadership\\_application\\_v1.doc](http://www.crhra.org/associations/7646/files/hr_leadership_application_v1.doc).
- Applications must be accompanied by a \$50.00 deposit which will be refunded if applicant is not selected for participation. Applications must be received by Katie Vogel, Bond, Schoeneck & King, PLLC, 22 Corporate Woods Boulevard, Suite 501, Albany, NY 12211 by 12:00 p.m., Wednesday, March 1, 2017 for consideration for the Class of 2017.
- Applicants will be contacted to schedule a personal interview.
- Applicants should be aware that a key element of the selection process is group and organizational diversity. All applicants will be notified by early May 2017. Members are selected on the basis of leadership, history of personal development, community / professional volunteer involvement, their application essay, references provided and other relevant factors.

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#### Personal Data

Name \_\_\_\_\_  
Last First Middle

Business Title \_\_\_\_\_

Business Name \_\_\_\_\_

Business Street Address \_\_\_\_\_

Business City, State, Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Business Fax \_\_\_\_\_

Mobile Phone(s) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Home Street Address \_\_\_\_\_

Home City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Years in the region \_\_\_\_\_

Certification(s) and date(s) received:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why are you interested in participating in HR Leadership? What do you hope to gain?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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#### Employment

Present Employer \_\_\_\_\_ Title \_\_\_\_\_

Date Hired \_\_\_\_\_

Briefly describe your current job responsibilities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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What is your principal volunteer service role at this time?

Organization \_\_\_\_\_ Position \_\_\_\_\_

Describe responsibility/involvement \_\_\_\_\_

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Please list, in order of importance to you, up to five other civic, professional or community organizations of which you are a present or past member. Please note any leadership positions held.

Organization	Title/Responsibility	From	To
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
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### Career Plans

Briefly describe your future career plans: \_\_\_\_\_

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### Special Honors or Awards

Please list any honors or awards (community, business or education) you have received, and the year received.

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## Commitment

- **PARTICIPATION AGREEMENT / ATTENDANCE.** Full attendance at all four sessions (one Friday in September, October, November and December – dates to be provided upon acceptance), and the January 2018 graduation is **required**. One emergency absence will be allowed. Participation fee must be paid by August 1, 2017. An experiential learning component outside of the structured program is also required to be completed September through November; some experiential opportunities require additional fees not covered by the participation fee. Participation in a group project is also required. Attendance by your manager or CEO at the January graduation is strongly encouraged.
- **PARTICIPATION FEE.** Participation fee is \$350.00; \$400.00 for non-CRHRA members. A \$50.00 deposit is required with the application, which, if accepted, will be applied toward tuition. The remaining balance is to be paid by the participant's employer or the participant. Tuition is non-refundable. If not accepted into the program, the deposit will be returned to you.  
 SHRM/CRHRA Member       Non-SHRM/CRHRA Member
- **SCHOLARSHIPS.** A limited number of **partial** scholarships are available and are determined by need and specific criteria. If you wish to apply for tuition assistance, please state the amount requested (\$\_\_\_\_\_) and attach a single sheet detailing your reason for the request.

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## References

A letter of recommendation is required as part of the application process. Please list below one (1) professional reference. Ask your reference to submit to you a recommendation letter limited to two pages that addresses (a) the relationship/affiliation of the person to you, (b) your community activities and/or professional accomplishments, (c) your leadership capabilities, and (d) your leadership potential. **Please include reference (in a sealed envelope) with your application.**

Name \_\_\_\_\_ Title \_\_\_\_\_  
Organization \_\_\_\_\_ Relationship \_\_\_\_\_  
Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

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## Interview

A personal interview with class alumni and/or program leaders is required as part of the application process. You will be contacted to schedule your interview. We expect to complete all interviews by April 1, 2017 and hope to start the process as applications are received, prior to the March 1, 2017 deadline.

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## Signatures

**CANDIDATE:** I understand the goals and commitments of CRHRA HR Leadership. If selected, I am willing to devote the time necessary to be a contributing member of the class. I further understand that if I fail to meet these obligations, I will be asked to withdraw from the program.

Candidate's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYER:** I agree to allow my employee, if accepted, to devote the time necessary to be an active member of the CRHRA HR Leadership program and agree to financially support his/her additional experientials during the program.

Employer's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name, Title, Organization \_\_\_\_\_

Send your completed application with reference and \$50.00 deposit to Katie Vogel, Bond, Schoeneck & King, PLLC, 22 Corporate Woods Boulevard, Suite 501, Albany, NY 12211, (518) 533-3003.

**DEADLINE: Noon March 1, 2017**

**FOR MORE INFORMATION CONTACT:**

<b>Aileen Flach</b> (518) 664-9866 a.flach@decescente.com	<b>John M. Bagyi</b> 518-533-3000 jbagyi@bsk.com
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