

Detailed Instructions for Completing and Submitting Application

All applications must be submitted online and letters of recommendation must be e-mailed to CCST by 5:00 p.m. PST on Feb. 29, 2012. See last page for submission addresses and contacts for further information.

Name – Last name first!

Address – You must provide an address where you can reliably be reached during the period between the date you submit your application and October 31, 2012. This is your primary address. If you will be traveling or working in the field for more than two weeks, it is in your best interest to provide an alternate address and indicate the dates when you will be there.

Cell Phone – We require a cell phone number as your primary contact telephone number unless you do not have a cell phone. We will not publish or share this number. It is strictly to ensure that we can contact you and leave a message in case of emergency or changed plans, particularly during the transition period between your selection as a fellow and your installation in Sacramento.

Land Line – At your discretion, you may provide a land line phone number as well.

E-mail – You may include more than one e-mail address if you wish, but we will use the one marked “1” as our primary way to reach you.

Citizenship & Work Authorization – This is a mandatory field. You must be a U.S. Citizen or provide documentation of a legal status to work in the U.S.

Keywords – The keywords you provide will help us to ensure proper review of your application and will help us during the placement process to help you find a suitable host office. Note that some “keywords” may be more than one word, such as “evolutionary biology” or “particle physics.”

Education – Begin with your most recent degree and work backwards. Use the “add” button to submit additional degrees. We recognize that this information is in your CV. It is provided here for the convenience of the selection panel. At its discretion, CCST reserves the right to require transcripts or other proof of degree as a condition of the fellowship.

Employment History – List your most recent employment positions. You may include paid and volunteer positions and military service. We recognize that this information is in your CV. It is provided here for the convenience of the selection panel. At its discretion, CCST or the selection panel may contact former employers for further information. Account for any periods of unemployment (while not in school) as a separate entry in the table. Explain your unemployment in the “Employer” and “Position” blocks. Use the “add” button to submit additional employment.

Letters of Recommendation – You should select as references people who know you well in a professional capacity and can address your specific qualifications for this fellowship. References must state how long the individual has known you and in what context. A good letter will specifically address how well you match up the desirable traits described in the program announcement and frequently asked questions. These letters must be submitted by the deadline to CCST on your behalf and must include your application number. Letters should be sent directly to CCST as formal letters saved as word (.doc or .docx) or PDF files attached to e-mails from the professional e-mail accounts of the originators (or their support staff). The submission email address is onlineapply@fellows.ccst.us. If we do not receive all three letters, your application will not be reviewed so be certain your references understand what is expected of them and how to submit their recommendations. You are not bound by the table of expected references. The table is solely for use by CCST staff. To increase your chances of obtaining three references, you may invite more people to submit recommendations. Be advised, however, that CCST will only accept and acknowledge the first three letters we receive.

Candidate Statement – The candidate statement is an essential part of the application. You must follow the formatting and content directions in the application package exactly or your application may not be reviewed. The reviewers will use this statement to assess several key selection criteria, including your writing and organizational skills, your fellowship goals, and your qualifications, so candidates are advised to take care in preparing this statement.

Curriculum Vitae – You may use any format you like for the CV as long as it is easy to read. There is no page limit. Be certain to include the title of your dissertation and the name of the advisor for your terminal degree in the Education section. This requirement does not apply for engineers, medical doctors and others whose degree did not have a dissertation requirement. Your CV may include activities outside of your employment, education and research, such as volunteer work and hobbies.

Voluntary Demographic Information – It is not mandatory for you to provide information pertaining to gender, race and ethnicity. However, this information is helpful to us in tracking our effectiveness in reaching eligible candidates from all demographic sectors. The review and scoring of your application will not be affected whether or not you complete this section.

Certification and Electronic Signature – In this section you are certifying the veracity of all statements you make or imply in your application. Willfully misstating facts or attempting to mislead will disqualify your application and candidacy. There may also be additional legal ramifications. Checking the box provided serves as a signature for purposes of this electronic submission. By checking the box, you are certifying that what you have said in the application is true and you are authorizing CCST to review your application for this fellowship. In addition,

you are acknowledging that the contents of your application may be shared with Legislative staff for the purposes of placement if you are selected as a Fellow.

Deadline and Submission Instructions – Applications must be completed on-line by the application deadline. Attachments to the application, such as the Curriculum Vitae and Candidate Statement, must be uploaded as Word (.doc or .docx files) or as PDF files. CCST will not consider for review incomplete application forms.

Where to Submit Applications

Complete on-line application at: <http://fellows.ccst.us/apply.php>

For additional information or questions, visit the website at: <http://www.fellows.ccst.us>.

Application Checklist

Use the checklist below to ensure that your package will be reviewed.

<input type="checkbox"/>	On-line Application Form Submitted			
<input type="checkbox"/>	Candidate Statement Uploaded to Application Form			
<input type="checkbox"/>	Curriculum Vitae Uploaded to Application Form			
<input type="checkbox"/>	Letters of Recommendation	Reference #1	Reference #2	Reference #3
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Certification and Electronic Signature Checked			
<input type="checkbox"/>	Completed Electronically by Deadline			