

SAMPLE CJJR CERTIFICATE PROGRAM APPLICATION

GENERAL INSTRUCTIONS

All applications must be submitted by 11:59 p.m. (in the applicant's local time zone) on the program deadline. Applications must be completed online at:

<http://cjjr.georgetown.edu/certificate-programs/application-form/>

There are three parts to the application. Every applicant must complete Part I (Contact Information, Biography and Personal Statement) and Part III (Demographic Information). If you are applying as an individual or submitting essay responses on behalf of your team please indicate this on Part I, Question 12. You will then be prompted to complete Part II (Essay Questions). Please note, once you begin the online application you will not be able to save your entries and return at a later date.

SAMPLE APPLICATION

Select your program from the drop down menu

Please select which program you will be applying for:

- Youth in Custody
- Diversion
- School-Justice Partnerships
- Reducing Racial and Ethnic Disparities
- Multi-System Integration

Part I (Contact Information, Biography and Personal Statement)

1. Preferred Salutation

- Ms.
- Mrs.
- Mr.
- Dr.
- Judge
- Other

2. Name

3. Job Title

4. Employer

5. Years in Current Position

6. Total Years of Experience

7. Preferred Mailing Address

8. Preferred Phone

9. Work Email Address

10. Permanent Personal Email Address

11. Which is your preferred email address?

- Work
- Personal

Email is our primary means of communication before and after the program. Please indicate which email address should be used for your correspondence, and verify that this address has been entered correctly above.

12. Are you:

- Applying as an individual
- Applying as a team member AND submitting the essay responses on behalf of your team (Please list the names of the other team members)
- Applying as a team member BUT not submitting the essay questions on behalf of your team (Please list the names of the other team members)

13. Have you previously enrolled in Georgetown University as a student or Certificate Program participant?

14. Are you available for the entire program?

15. How did you hear about CJJR?

- CJJR Website
- CJJR Email
- Direct Email
- OJJDP JuvJust Announcement
- Colleague who is also applying to this Certificate Program
- Colleague who is NOT applying to this Certificate Program
- Supervisor who is also applying to this Certificate Program
- Supervisor who is NOT applying to this Certificate Program
- Other

16. Professional Biography: (300-500 words)

Please provide a narrative biography that summarizes your resume, including education, work experience and skills. This biography should be written in third person, e.g., "Dr. Jones has fifteen years of experience in the field." Should you be accepted to the program, this bio will be shared with the instructors and fellow participants.

17. Personal Statement (500 word max)

Describe your personal goals and what you hope to achieve by participating in this certificate program, as well as your previous experience in reform efforts. Explain your current leadership responsibilities and capacity to influence reform in this area, as well as why you want to be a member of your team (if applicable).

18. Statement of Financial Need: (not to exceed 300 words)

Please indicate the amount of aid you are requesting, explain your circumstances and needs, whether your organization is unable or unwilling to provide funds, and any attempts you have made to identify additional funding sources. The application packet includes further information. CJJR will not conduct any separate review of your financial need, so we encourage you to exercise restraint in applying for these limited dollars, helping to ensure that they are allocated to those with the greatest need. Please note that CJJR is typically able to consider requests of up to only \$1,000 per person.

Part II (Essay Questions)

The below questions are provided only as a sample. Specific essay questions vary by program, and must be uploaded to the online application in a .doc, .docx, .pdf, or .txt format. To view the specific essay questions for your program please visit <http://cjjr.georgetown.edu/certificate-programs/application-form/>.

Teams should designate one team member to complete this portion of the application. You should only complete Part II if you are applying as an individual (not part of a larger team) or have been designated to complete the essay questions on behalf of your team. While the length of your responses to each question may vary, your essay answers as a whole should be equivalent to roughly 3-4 single-spaced pages. Please note, you will not be able to save your entries and return at a later date.

1. What do you or your team hope to achieve by participating in the Certificate Program? Please describe your/your team's goals.
2. Describe any past related reform efforts taken by you, your team or your jurisdiction.
3. Describe any previous efforts that you, your team or your jurisdiction have initiated or participated in that required partnerships with other systems (including law enforcement), community groups or constituents.
4. Describe barriers or challenges encountered when undertaking reform efforts in the past two years. Include in this section what specific actions you, your team or your jurisdiction has taken to address the barriers/challenges; what specific actions were most effective; and what has been least successful and why.
5. Please take this opportunity to provide any further information you deem necessary regarding your or your team's availability to lead or influence reform efforts in this area.

Part III (Demographic Information)

Please indicate your gender

- Male
- Female

Please indicate your race/ethnic group

- American Indian/Alaskan Native
- Asian or Pacific Islander
- African American (Commonwealth)
- White, Not of Hispanic Origin (American)
- Cuban American

- Mexican American
- Puerto Rican
- Other Hispanic
- Other

Please indicate your age range.

- 18-24
- 25-34
- 35-44
- 45-54
- 55-64