



Michiana Chapter of SHRM SCHOLARSHIP PROGRAM

Visit SHRM website to learn more about scholarships and awards awarded directly by SHRM:
<http://www.shrm.org/about/awards/Pages/default.aspx>

TYPE OR PRINT ALL INFORMATION EXCEPT SIGNATURES
Completeness and neatness ensure your application will be reviewed properly.
Application postmark deadline APRIL 30th

Please check which Scholarship you are applying for:

- Sons & Daughters of Michiana Chapter of SHRM
- Student Chapter Scholarship

THINGS TO REMEMBER WHEN APPLYING FOR A SCHOLARSHIP:

- The application postmark deadline is APRIL 30th.
- A current and complete transcript is required and must be submitted with the application. Grade reports are not accepted. Online transcripts must display student name, school name, grad, and credit hours earned for each course and term in which each course was taken.
- The applicant is responsible for forwarding all required information.

APPLICANT DATA

Last Name: _____ First Name: _____ Middle Initial: _____
Permanent Home Mailing Address: _____
City: _____ State: _____ ZIP Code: _____
Telephone: _____ Email Address: _____
Date of Birth: _____

PARENT-GUARDIAN DATA (for Sons & Daughters Only)

Last Name: _____ First Name: _____ Middle Initial: _____
Work Telephone: _____
Michiana Chapter of SHRM Member: Yes No
National SHRM Member ID#: _____ Email Address: _____

SCHOOL DATA

School Name _____
City: _____ State: _____
Telephone: _____ High School Graduation Date: _____





POST SECONDARY SCHOOL DATA

Name of postsecondary school you plan to attend or are currently attending. (If unknown, please list in order of preference the schools to which you have applied.) Use official school names. Do not use abbreviations.

School Name(s): _____

City: _____ State: _____

Type of School (4 yr. College or University, Trade School, etc.): _____

Year in school next year: _____ Major or course of study: _____

Expected college graduation date: _____

APPLICANT DATA

Last Name: _____ First Name: _____

Sending a resumé does not replace any part of this application. If space provided in any section is inadequate, you may continue on additional sheets. Attachments must follow the same format. DO NOT repeat information already reported on the application form.

WORK EXPERIENCE

Describe your work experience during the past four years (e.g., food server, babysitting, lawn mowing, office work). Indicate dates of employment for each job and approximate number of hours worked each week. List amounts earned at each job.

Employer/Position	From - Mo/Yr	To - Mo/Yr	Hours per Week

SCHOOL ACTIVITIES

List all school activities in which you have participated during the past four years (e.g., student government, music, sports, etc.). Note all special awards, honors and offices held. Indicate whether high school or college activities.

Activity	No. of Years Participated.	Special Awards, Honors	Offices Held



COMMUNITY ACTIVITIES

List all community activities in which you have participated without pay during the past four years (e.g., Boy/Girl Scouts, hospital volunteer, Special Olympics, SHRM). Note all special awards, honors and offices held.

Activity	No. of Years Participated.	Special Awards, Honors	Offices Held

GOALS AND ASPIRATIONS

Make a brief statement or summary of your plans as they relate to your educational and career objectives and long-term goals.

APPLICANT DATA

Last Name: _____ First Name: _____

UNUSUAL CIRCUMSTANCES

Please describe how and when any unusual family or personal circumstances have affected your achievement in school, work experience, or your participation in school and community activities.

The student is responsible for submitting all materials to Michiana Chapter of SHRM Scholarship Committee on time. Incomplete applications will not be evaluated. This application becomes complete and valid only when all of the following materials have been received (*these requirements DO NOT apply to the SHRM Certification Scholarship*):

- Student has completed the Application.
- Adult Advisor has submitted a letter of reference and returned in a sealed envelope.
 - Current Complete Transcript(s) of Grades (including grading scale),

Postmark deadline APRIL 30th.

Applications will not be returned. (It is recommended you keep a copy for your files.)

I acknowledge decisions are final. I certify I meet eligibility requirements of the program as described in the guidelines and the information provided is complete and accurate to the best of my knowledge. If requested, I will provide proof of information, including an official transcript of grades. Falsification of information may result in termination of any award granted.

Applicant's Signature : _____

Date : _____

Parent's Signature : _____

Date : _____

All materials, including transcript, must be addressed to:

Michiana Chapter of the Society for Human Resource Management
Attn: Scholarship Committee
P.O. Box 1921
South Bend, IN 46634-1921

Letter of Recommendation

(This must be written by an adult appraiser and returned in a sealed envelope with the application)

APPLICANT APPRAISAL/REFERENCE (REQUIRED)

To the Applicant: A letter of reference is required and must be submitted with your entire application. If not included, your application will not be evaluated. Please print this page and provide it to a high school or college counselor or advisor, an instructor, or a work supervisor who knows you well.

To the Adult Appraiser: *You have been asked to provide information in support of this application. Please provide a typed letter of recommendation that includes your assessment of the student applying for this scholarship. Be sure to include your name, title, organization, telephone number, date and signature.*

Where possible, please provide specific examples or personal observations that support the characteristics below. When complete, please return to the applicant in a sealed envelope.

- The appropriateness of the applicant's choice of a postsecondary educational program.
- How well the applicant's achievements reflect his/her ability.
- The applicant's ability to set realistic and attainable goals.
- The quality of the applicant's commitment to school and/or community.
- The applicant's ability to seek, find, and use learning resources.
- Whether the applicant demonstrates curiosity and initiative.
- The applicant's ability to demonstrate good problem-solving skills, follow through, and complete tasks.
- The applicant's respect for self and others.

Transcript

(This must be completed and returned with the application)

APPLICANT DATA

Last Name: _____ First Name: _____

A complete transcript of grades must be sent with this application. Grade reports are not acceptable.

1. Students currently or previously enrolled in college or vocational-technical school must include all college or vo-tech transcripts of grades from each school attended. Online transcripts must display student name, school name, grade and credit hours earned for each course, and term in which each course was taken (Completion of high school information below is not necessary.)

2. High school seniors and students who have completed less than one full quarter or semester of postsecondary education must include a high school transcript of grades and have this section completed by the appropriate school official. (A clear explanation of the high school's grading scale must also be submitted.)

SAT _____
Critical Reading _____
Math _____
Writing _____

ACT _____
English _____
Math _____
Reading _____
Science _____
Composite _____

Applicant ranks _____ in a class of _____

Cumulative Grade Point Average

Weighted: _____/4.0 scale

Unweighted: _____/4.0 scale

School Official's Signature: _____

Date: _____

Title: _____ Telephone: _____

School Official's Address: _____

City: _____ State: _____ ZIP Code: _____