

**INSTRUCTIONS AND
APPLICATION FOR THE 2013-2014
CIVIL SERVICE EMPLOYEES' DEPENDENT SCHOLARSHIP
WESTERN ILLINOIS UNIVERSITY**

Attached is the application for the Civil Service Employees' Dependent Scholarship. The application deadline is **3:00 pm on Friday, April 12, 2013, NO EXTENSIONS**. The application can also be obtained in 105 Sherman Hall. **All** of the following are required for a completed application:

- Application
- One personal letter of recommendation
- One letter of recommendation from an academic individual, core coursework teacher or school guidance counselor
- Autobiography/Essay emphasizing in and out of classroom accomplishments including but not limited to: work experience, community services, academic awards, athletic achievements and youth organization participation
- Resume

All documents must be received by the deadline or your application will be disqualified.

After review of completed applications, candidates will be contacted (at the phone number/email listed on the application) and interviews will be scheduled with the Scholarship Selection Committee.

Dress Code: Please dress appropriately for the interview, as if you were attending a job interview. Remember, first impressions count!

If you have questions, please contact Sharon Chenoweth @ 309.298.1971 or s-chenoweth@wiu.edu.

THE GUIDELINES:

Scholarship Awards to Dependents of Civil Service Employees

1. A maximum of nine one-time scholarships of \$1,000 each are awarded to dependents of Civil Service employees each year. The scholarship is applied to the recipient's account in Billing & Receivables for the applicable semester.
2. The scholarships are awarded to full-time undergraduate students and full time undergraduate dependents of retirees who have been accepted or are currently enrolled at WIU.
3. To be eligible for the scholarship, a student must be a dependent of a Civil Service employee at WIU who holds a status appointment. A dependent who is also a Civil Service employee in a status position is not eligible.

The term dependent shall mean the lawful spouse of the employee and the child or children of the employee who meet(s) one of the following criteria:

- (a) Financially dependent upon the employee for support and normally reside in the household of the employee; or
- (b) qualify as a dependent as defined by the Internal Revenue Service. The term child shall also include such adopted children, stepchildren, and other children dependent upon the employee for support and/or who are domiciled with the employee in a parent/child relationship.

Exceptions to this policy definition may be made only by unanimous decision of the Civil Service Award Selection Committee members.

4. Individuals may receive the scholarship only once.
5. Selection criteria include dependability, leadership, motivation, community service, and work experience.

ALL APPLICATION MATERIALS MUST BE SENT VIA CAMPUS OR US MAIL (NO ELECTRONIC DOCUMENTS WILL BE ACCEPTED) OR BROUGHT TO:

Civil Service Scholarship Selection Committee
Human Resources Department - Western Illinois University
1 University Circle, Sherman Hall 105
Macomb, Illinois 61455
(309) 298-1971

**APPLICATION FOR
CIVIL SERVICE EMPLOYEES' DEPENDENT SCHOLARSHIP
WESTERN ILLINOIS UNIVERSITY**

Application Date_____

1. Dependent's Name_____
(Last) _____ (First) _____ (Middle) _____

2. Home Address_____
(Street) _____ (City) _____ (State) _____ (Zip) _____

Home Phone _____ Cell phone (dependent) _____

Email address (dependent) _____

3. Date of Birth _____ WIU ID#_____

4. High School Attended _____ Year Graduated _____

5. Prior University attended, if applicable _____

Dates_____
(From) _____ (To) _____

6. Dependent of _____
(Civil Service employee's name) _____ (WIU work phone) _____

CS Employee Cell phone _____

7. Date of acceptance for enrollment at WIU _____

8. I am a legal dependent of a civil service employee under the guidelines of the IRS. YES NO

9. Applicant's signature: _____

APPLICATION DEADLINE IS 3:00 p.m. on Friday, APRIL 12, 2013, NO EXTENSIONS,

*** All of the following are required:**

- *Application
- *Personal letter of recommendation
- *Academic letter of recommendation (Core coursework teacher or school guidance counselor)
- *Autobiography/Essay
- *Resume

ALL APPLICATION MATERIALS MUST BE SENT VIA CAMPUS OR U.S. MAIL (NO ELECTRONIC DOCUMENTS WILL BE ACCEPTED) OR BROUGHT TO:

Civil Service Scholarship Selection Committee
Human Resources Department - Western Illinois University
1 University Circle, Sherman Hall 105
Macomb, Illinois 61455
(309) 298-1971

*After review of applications, candidates will be contacted at the phone number/email listed on the application, and interviews will be scheduled with the Scholarship Selection Committee starting April 29, 2013. Questions may be directed to either of the following Award Selection Committee members:

Sheila Downin, S-Downin@wiu.edu, Sharon Chenoweth, S-Chenoweth@wiu.edu,