Leadership Victoria provides leaders with opportunities to develop and practice leadership skills, using the city as our classroom. The program helps participants become aware of the many issues facing our community, and develop skills and networks to prepare them to lead diverse teams in tackling complex challenges.

Application Instructions
Provide all the information requested on the application form. Your application must be signed by you and your supervisor and received by Human Resources no later than Friday, July 6th 2018.

**Please do not use the Leadership Victoria online application form, and do not register directly with Leadership Victoria. Both the process and forms are different for UVic employees**.

Applicant’s commitment - Tuition
UVic sponsors two employees in the program each year. To demonstrate personal commitment, each participant is required to pay $250 over and above the tuition fee. This is payable directly to Leadership Victoria upon acceptance into the program. You may want to discuss cost-sharing with your supervisor, or use personal Pro-D funds if applicable. Participants are also required to commit to attend all sessions, pre-arrange calendar and seek supervisor approval. Finally, selected participants are expected to support the selection process of the program in the following year.

Timeline:
1. June 12th, 2018 - Call for Applications
2. Info Sessions held.
3. Friday, July 6th 2018 - UVic deadline for Applications
4. July – Interviews
5. End of July – Candidates selected
6. Leadership Victoria meets with UVic candidates to welcome to the program.
7. Sep-Dec - Program runs

Program Information can be found at: [http://www.leadershipvictoria.ca/program](http://www.leadershipvictoria.ca/program)
APPLICATION INSTRUCTIONS

Please complete all areas of the form and attach supporting documents requested. Return completed application including both signatures before July 6th 2018 deadline.

STEP 1 | APPLICANT INFORMATION

Last Name:
First Name:
Middle Initial:
Home Street Address:
City:
Postal Code:
Home Phone:

Employer (if applicable):
Position:
Work Address:
City:
Work Phone:
Work Fax:
Postal Code:
Preferred Email:

STEP 2 | PLEASE RESPOND TO THE FOLLOWING QUESTIONS

(Please limit your responses to 250 words per question.)

1. How do you define community leadership? Why are you personally motivated to explore community leadership development?

2. Describe one or two experiences in your employment or community career where you demonstrated leadership initiative. What was unique about these situations? What did you learn from them?

3. What skills or opportunities would you most like to gain from completing the program? What skills and attributes will you bring to the program?
STEP 3 | PLEASE INCLUDE THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION

1. One letter of support from your supervisor (including contact information of the signatory) who is able to; a) speak to your professional and/or community initiative/leadership and b) attest to your suitability for the Leadership Victoria program. We may contact him/her for further information.

2. Your response to the questions from Step 2.

3. Your current résumé.

STEP 4 | FINANCIAL COMMITMENT

The University pays Leadership Victoria for each Dedicated Seat and $250 is paid per participant as a personal commitment to the program.

STEP 5 | PERSONAL COMMITMENT STATEMENT

Full participation is required by each member of the Leadership Victoria class.

If selected, I will devote the time and resources necessary to complete the Leadership Victoria program. I understand that, should I be absent for any reason from the Opening Retreat, or for other than a serious unforeseen personal or career reason, I may be required to withdraw from the program and my tuition fee will not be refunded or transferred.

I also understand that in order to contribute meaningfully to the program, I will be expected to actively participate, contribute to a team project and complete pre-reading and experiential assignments associated with the Learning Days.

I agree to pay any balance of the Leadership Victoria tuition fee that is not being paid by my employer. I understand this fee is non-refundable and non-transferable.

Applicant Signature: Date:
STEP 6 | EMPLOYER COMMITMENT

This applicant has the approval of this organization and our full support to devote the time required to participate in the Leadership Victoria program.

If this applicant is accepted, we agree to grant the applicant time off work to attend the Community Learning days and the Friday prior to the Opening Retreat.

Employer Signature: Date:

Applicants will be notified personally regarding the status of their application.

**** Please note: Personal information provided within this application will only be used by Leadership Victoria and will remain confidential. ***