

Foundational Skills Program

Class //

May 2023 – March 2024

APPLICATION

The information on this application will be used to help determine selection into the Professional Development Academy's Foundational Skills Program. **A typed, completed application packet must be received in the Learning & Organizational Development Department by 5pm on Friday, April 7, 2023.** The following documents are

required for complete application:

- **Application**
- **Current Resume**
- **Guided Essay and Inventory**
- **Copies of Performance Evaluations for last two years (2021 & 2022)**
- **Research and Circle Job Titles of interest: Administrative Assistant, Patient Service Associate, Appointment Coordinator, Clerk III, IV, V; Administrative Secretary; Accounting Clerk; Staff Assistant; Staff Specialist; Data Entry Clerk**
- **Recommendations (1 each for a total of two)**
 - (1) **Current Manager/Supervisor and**
 - (1) **Peer or Former Manager/Supervisor**

Please type. Answer all questions completely and accurately.

Applications should be returned to your supervisor electronically. Your supervisor will submit all completed and signed application materials to Professional Development Academy coordinator, Marjorie Siegert, at marjorie.siegert@duke.edu and should cc the HR representative in your area. If you cannot send your application electronically, hardcopies should be (1) sealed, (2) marked "confidential" on back flap, (3) signed by supervisor and (4) sent to:

Duke HR Learning & Organizational Development Department
Attn: Marjorie Siegert
402 Oregon St., Box 90463
Durham, NC 27708

APPLICATION DEADLINE: **April 7, 2023**

ORIENTATION: **May 22, 2023**

CLASS BEGINS: **May 30, 20**

SECTION I – PERSONAL DATA

Date _____

Last		First		Middle		
NAME						
Ethnicity (Circle ONE) Hispanic Not Hispanic		Race		Age	Gender	Bi-lingual
Home Telephone		Cell/Alternate Telephone		Business Telephone		Ext.
Duke Unique ID Number			E-mail Address:			

SECTION II – EDUCATION

Education	Name	City/State	Course of Study	Years Completed	Year Grad	Type Degree/ Diploma
High School/GED						
Bus/Tech						
College						

SECTION III – EMPLOYMENT HISTORY

List accurate, complete full-time and part-time employment history, starting with the current position. Show employment history for the past 10 years or from the time you left high school.

Current Department					
Department Mailing Address				Telephone	
Supervisor				Supervisor's Title	
Current Job Title				Level	Shift
Employed (Month/Year) From			To	Employment Status	FT PT
Job Duties:					

Employer/ Department					
Department Mailing Address				Telephone	
Supervisor				Supervisor's Title	

Job Title		Level	Shift
Employed (Month/Year)	From	To	Employment Status FT PT
Job Duties:			

Please review this [Applicant FAQ link](#) before completing the following questions.

SECTION IV – CANDIDATE INTERESTS (attach additional sheets if necessary)

1. Please describe your career goals and how participating in the Professional Development Academy’s Foundational Skills Program will help you achieve these goals.

2. If you have participated in other educational programs, (i.e., financial services, safety training, technology training etc.); received certifications, (i.e., RAA, CPS, CFM, EMT, etc.); received academic honors, (i.e., honor roll, honor society, etc.); or have been recognized for any special work or outstanding performance, (i.e., employee of the month, Duke University Presidential Award, volunteer work, etc.), please describe.

3. Based on your current job responsibilities, how are these responsibilities preparing you to be an office leader?

4. A. Which aspects of the Foundational Skills Program appeal most to you?

B. What do you expect to achieve after completing this program?

5. A. What do you believe are your strongest attributes and traits?

B. How will these attributes help you become a successful office leader?

C. Which of your personal attributes or traits do you feel you need to develop most to become a successful office leader?

6. Discuss how you handled a recent challenge in your professional or personal life. What do you wish you had done differently?

7. Submission of this application indicates that if you are selected for this program, you agree to fully participate in:
 - The curriculum as outlined
 - Departmental Tasks
 - Classroom activities
 - Complete 5 hours of jobs shadowing (Phase II) and 10 hours On-the-Job Training (Phase III), weekly
 - Partnering with a peer mentor and coach, as outlined
 - Seek promotional opportunities for yourself in your current department or within other departments at Duke.

Do you agree to all of the above? _____ Yes _____ No

Do you have any concerns about participating in the program, if you are selected? _____ Yes _____ No
If you answered yes, please explain.

8. In order to participate in this program, you must be nominated by your supervisor/manager. Have you discussed your interest in the program with your supervisor/manager? Were there any concerns discussed? If so, please explain.

9. Your manager must be willing to support your involvement in the program by doing the following:
 - a. Arrange your work schedule to accommodate the program schedule
 - b. Identify an administrative peer mentor who is not currently a direct supervisor
 - c. Provide guidance and support as you complete the program

10. Are you willing to sign an agreement to continue to work at Duke for two years upon completion of this program in return for the financial support provided by Duke for education and training?
_____ Yes _____ No

I certify that the above responses are true to the best of my knowledge, and I am aware that falsification of information on this application may result in denial of admission or dismissal after admission to the program.

Signature _____ Date _____