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| A person sitting at a table using a computer  Description automatically generated with low confidence | UPDATED: Scholarship Application Questions**Application Period:** **January 9 – February 5, 2023** **ONLY for training that will begin between January 1 – June 30, 2023**[**www.kingcounty.gov/scholarships**](http://www.kingcounty.gov/scholarships)**Email:** **scholarshipfund@kingcounty.gov** |

To help you prepare for the January 2023 Scholarship Program application process, a draft version of the questions you will be asked are below.

Use this document to collect and record the information. You can then copy and paste your information into the online application once the scholarship period opens in January 2023. PLEASE DO NOT ATTACH A COPY OF THIS DOCUMENT when you apply. Only the responses provided in your online application form will be used as your “official” response.

If you have questions about the information that is being asked for in the questions below, please email: scholarshipfund@kingcounty.gov .

DISCLAIMER: The final questions asked as part of the January 2023 scholarship application process might vary slightly from what you see below.

1. What is your PeopleSoft ID number (drop the beginning zeros)? (If you do not know this number, you may locate it on your payroll advice or contact your supervisor or HR person for help).
2. In which King County department/division do you currently work? (Employees on special duty, please select your home department.)

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| [ ]  Assessments[ ]  Council[ ]  DAJD[ ]  DCHS[ ]  DES/BRC/Other[ ]  DES/FBOD | [ ]  DES/FMD[ ]  DES/RALS[ ]  DHR[ ]  District Court[ ]  DJA[ ]  DLS/Permitting | [ ]  DLS/Roads[ ]  DNRP/DO[ ]  DNRP/Parks[ ]  DNRP/SWD[ ]  DNRP/WLRD[ ]  DNRP/WTD | [ ]  DPD[ ]  DPH[ ]  Elections[ ]  Executive Office[ ]  KCIT[ ]  METRO Transit | [ ]  PAO[ ]  Sherriff's Office[ ]  Superior Court[ ]  Not Listed |

1. To be eligible for a scholarship, you must meet each of the requirements listed below. Please check off each requirement you meet. If you are unsure, please check with your human resources staff.

[ ]  I am currently a comprehensive leave benefited employee that is not in a Term-Limited Temporary position

[ ]  I am represented by one of the unions in the Coalition of Unions, OR I am in a special duty position that is represented by a union in the Coalition, AND my special duty hire letter states that the duration of my assignment will be for six months or longer

[ ]  I have completed a probationary period in a comprehensive leave benefited position

[ ]  I have completed at least one year of full or part time King County employment in a comprehensive leave benefited position. This can include time spent in a Term-Limited Temporary position IF there is no break in service between positions

[ ]  I have no documented performance or discipline issues for at least one year from today’s date

1. You must first check with your supervisor whether your organization can pay for the training for which you are seeking a scholarship AND receive a response that says whether funds are available AND how much, if any. If your organization cannot pay for the training or can only pay part of it, then you are eligible to apply for a scholarship. In the space below, provide the (A) name and job title of the person you asked; and (B) their response; and (C) the amount your organization will pay, if any.
2. Supervisor approval is required to apply for a scholarship ONLY WHEN you will be completing your training on county time, or when the training will impact your normally scheduled work hours. Will you be completing this training on county time, or will your attendance of this training impact your normal work hours?

[ ]  YES, I will be completing this training on county time, and/or my attendance of this training will affect my normal work hours, AND I have obtained supervisor approval for this

[ ]  NO, I will be completing this training on my personal time

1. What is the purpose or end goal of the training for which you are seeking a scholarship?

[ ]  A certificate for a program of study (i.e.: Human Resources, Project Management, Business Analysis, Engineering Leadership)

[ ]  Professional certification (i.e.: PMP, SPHR) OR license (i.e.: Registered Nurse, Licensed Professional Engineer)

[ ]  A two-year associates or vocational/technical degree

[ ]  A four-year bachelor’s degree

[ ]  A masters or professional degree (i.e., M.P.A., J.D.)

[ ]  A doctorate degree

[ ]  A general work-related training or continuing education course

1. If your training is to **obtain** OR **maintain** an existing professional certification or license, is this professional certification or license **required** for your current job?

[ ]  Yes

[ ]  No

[ ]  Not Applicable

1. What is the name of the training organization?
2. What is the website of the training organization?
3. What is the name of the certificate program, certification/license; or if pursuing a college or vocational degree, what is your major; or the title of the general work-related training or continuing education course?
4. This scholarship period is only for training that begins anytime between January 1 – June 30, 2023. What is the **START DATE** of your training in 2023?
5. What is the **END DATE** of your training? If your training request is to pursue or complete a college or vocational/technical degree, write “Not Applicable” below.
6. Check off all that apply:

[ ]  My training will span multiple quarters in 2023

[ ]  My training will be completed in 2023

[ ]  My training begins in 2023 and will be completed in 2024

[ ]  My department will be paying part of the training costs

[ ]  I will be receiving financial aid from other sources to pay for this training

1. What are the 2023 registration dates for your training?
2. Use the space below to **itemize the** **total estimated 2023 costs** for your training including any amount your department will pay or other financial aid you will receive. For training that will occur over multiple quarters in 2023, itemize the estimated costs for each quarter. (ALLOWABLE COSTS include tuition, fees, textbooks, publications and other fees required for class enrollment. Travel, food, and accommodation costs are NOT ALLOWED.)
3. What is the total amount are you seeking in a **2023 scholarship award** (the maximum award amount is $3,000 per calendar year)? Please estimate the desired award amount as closely as you can which will help maximize the number of people who can receive an award and minimize the amount of funds that go unused at the end of the year.
4. If you are **pursuing a certificate, certification, or license** that **BEGINS in 2023** and will be **COMPLETED in 2024**, use the space below to itemize the **total estimated costs** **for each quarter in 2024** including any amount your department will pay or other financial aid you will receive. If you are pursuing general work-related training, a continuing education course, a college or vocational/technical degree, write “Not Applicable” below. (ALLOWABLE COSTS include tuition, fees, textbooks, publications, and other fees required for class enrollment. Travel, food, and accommodation costs are NOT ALLOWED.)
5. Use the space below to supply any other information about your training costs, registration, financial aid you may be receiving from your department or other sources, or anything else you believe is important. If nothing more to add, then write “None.”
6. RATING CRITERIA #1: Please explain (A) your King County career goal; (B) the specific knowledge and skills you want to develop towards achieving your career goal; (C) several development activities you will pursue inside and/or outside of King County; and (D) how the training you are requesting aligns with the knowledge and skills you want to develop. If you are attaching an Individual Development Plan (IDP) or an Employee Development Plan (EDP) you may write in the space below, “See my attached IDP/EDP.”
7. RATING CRITERIA #2: How will you apply your training in a way that aligns with and supports King County’s commitment to equity and social justice, the County’s True North and one or more of those eight values to better serve your customers, your organization, or our community? If this information is clearly described in your attached Individual Development Plan (IDP) you may write in the space below, “See my IDP.”
8. The only document you may attach is your Individual Development Plan (IDP) or your Employee Development Plan (EDP). Do not attach any other document. Please confirm if you are attaching your IDP or EDP.

[ ]  YES, I am attaching my IDP or EDP

[ ]  NO, I am not attaching an IDP or EDP

1. Award recipients must agree to (A) the Terms and Conditions, and (B) the Professional Development Scholarship Policy Guidelines, both of which can be found at [www.kingcounty.gov/scholarships](http://www.kingcounty.gov/scholarships) . Please confirm that you have read and agree to the Terms and Conditions and the guidelines outlined in the Scholarship policy.

[ ]  I have read and agree to the Terms and Conditions as listed on the Scholarship website.

[ ]  I have read and agree to the guidelines outlined in the Scholarship Program policy.

1. I certify that the statements made by me in these supplemental questions are, to the best of my knowledge, true, complete, and correct. I understand that any misrepresentation or material omission of fact in my responses may constitute grounds for disciplinary measures, including loss of scholarship program eligibility and repayment of the scholarship, if one is awarded.

[ ]  Yes

[ ]  No