

Guide to completing your CITY Leaders Application

Thank you for your interest in becoming a CITY Leader. This guide is designed for young adults who wish to apply for CITY Leaders. It provides the necessary information and instructions needed to complete and submit your application form.

This guide does not provide general information about CITY Leaders. For more additional information please contact us directly via email or phone as listed in the **Contact Information** section of this guide

BEFORE YOU APPLY

- Review the eligibility criteria listed above and ensure you meet the requirements
- Review the course calendar to ensure your availability to attend all sessions indicated including orientation, opening and closing retreats etc.
- If you are **employed**, secure support from your agency
or
- If you are a **volunteer**, secure support from a reference who works with you presently in a professional capacity
- Read all the instructions carefully before you begin to complete the application form
- Gather all of the supporting documents
- Fill in the forms carefully and completely. Type or print clearly, in black or blue ink.
- Ensure both your recommendation forms are signed and dated
- Save or make a copy of your application package if needed. CITY Leaders won't be able to provide you a copy once the application has been submitted.

ELIGIBILITY

Young adults living in Toronto who fall into either one of the following two categories are eligible for CITY Leaders:

“CITY Leaders in the Neighbourhoods” for young leaders in racialized communities:

- between 18 and 24 years of age
- working or volunteering in a community-based agency, project or initiative in one of the 13 priority neighbourhoods of Toronto
- living in one of the 13 priority neighbourhoods of Toronto

“CITY Leaders in the Sector” for young leaders working in the social services sector:

- between 25 and 29 years of age
- working in the social service sector that is both community-based and located in the city of Toronto
- employed on a contract, part-time, or full-time basis

SUPPORTIVE DOCUMENTS

Your application package must include;

- A completed application form
- A personal statement
- Your most recent resume
- 2 recommendation forms

COMPLETING THE FORMS

The application form is self-explanatory and supplementary instructions have only been provided when necessary. Follow the instructions carefully. Your application will not be considered if it is not properly completed, or if all of the necessary documents have not been submitted.

CITY Leaders Application Form

Section 1 – Contact & Personal Information

Please provide your name, current mailing address and educational background. The email address you indicate here will be used for all correspondence. Therefore please ensure email address provided is one that you access frequently.

Section 2 – Organizational Information

Please provide the requested information about your **CURRENT** job/s and organization/s

Section 3 – Personal Statement

Please enclose a written statement (**maximum 2 pages**) using some of the guiding questions identified in the application form. They are suggested topics to be discussed in your personal statement, do not feel obligated to answer every question. The purpose of this statement is for us to get an idea of the type of leader you are, the kinds of work you do, and why you are interested in CITY Leaders.

Section 4 - Resume

Please enclose a copy of your most recent resume (**maximum 2 pages**).

CITY Leaders Recommendation Forms

Please note that both forms must be completed by two different references and the signed copy is must be brought in when you are invited to attend an in person interview.

Part A – Recommendation Form

To be filled out by someone who has worked with you in a community or professional capacity and can speak to your leadership abilities and experience.

Part B – Commitment Form

This form has to be completed by your current employer indicating support for you to attend all CITY Leaders educational and applied learning activities. If you are a volunteer, this form must be completed by someone who works with you presently in a professional capacity.

FEES

CITY Leaders is a free leadership development institute and all costs, including that of materials provided, are free of charge for the successful applicants.

SUBMITTING YOUR APPLICATION

Applicants must submit their completed application form with supportive documents to CITY Leaders. Please submit your completed Application Package (refer to the document checklist) **ONLY by email** to cityleaders@uwgt.org. **Applications by fax or mail will NOT be accepted.**

Deadline: 12 noon of Monday, November 30th 2009

WHAT HAPPENS NEXT?

Once you submit your application you will receive an "Acknowledgement of Receipt" via email within one business day. If you don't receive an email, please contact us immediately.

Once your application is received, it will be reviewed to ensure it has been completed correctly and contains all of the supporting documents. Short-listed applicants will be contacted to attend an interview.

Successful applicants will be notified by December 18th 2009 and will receive an Acceptance Letter to CITY Leaders and are required to sign a learning contract confirming acceptance, minimum attendance requirements and clearance for time-off from their employer.

NEED MORE INFORMATION OR FURTHER ASSISTANCE?

Please refer to the Frequently Asked Questions below. If you have a problem or question not answered in the FAQ please feel free to contact us directly. One of our coordinators will contact you within one business day.

By email: cityleaders@uwgt.org

By phone: (416) 777 – 1444 ext. 515

Frequently Asked Questions (FAQ)

1. What is the total number of hours I have to commit to the institute?

The total number of hours needed to complete the educational component is about 85 hours. This includes the orientation, opening and closing retreats and educational sessions. In addition all participants must be available to be actively involved in project related activities, the online platform and participate in a 6 month mentoring experience throughout their time as a participant in CITY Leaders.

2. Is attendance at all sessions mandatory?

YES. If you are unable to attend any of the sessions, inclusive of all modules, and both retreats you will not meet the graduation criteria to receive the certificate of leadership from CITY Leaders.

3. If I do not get accepted into the current cohort of CITY Leaders, will I be considered for any future cohorts?

If you are unsuccessful in getting into the institute, you are welcome to reapply for the following intake. You will not automatically be considered for admission. All applications are reviewed on a case-by-case basis.

4. What constitutes a “racialized” youth for CITY Leaders?

As a means of creating access to marginalized youth from Toronto's 13 Priority Neighbourhoods, through support from the Youth Challenge Fund (YCF), CITY Leaders is recruiting young leaders who are of Aboriginal Heritage, African Heritage, Filipino, Hispanic, South Asian, etc. that are living, working, and volunteering in any of the 13 Priority Neighbourhoods.

5. What if I am no longer able to attend all the sessions and I need to drop-out of CITY Leaders?

Admission to CITY Leaders is a competitive process. If you are admitted and no longer able to attend CITY Leaders after the Opening Retreat, you will be asked to attend an exit interview and will be required to pay a fee to recoup the costs associated to your training.

6. What are the implications/responsibilities of a reference (Only applicable if you are applying for CITY Leaders in the neighbourhoods)?

The role of a reference is crucial. References ensure that the participant is a good fit with the institute. In some cases, participants may not be paid employees of an agency; this is where the role of a reference is particularly important. For more information about the role of a reference in the application process, please check the CITY Leaders Guide for applying.

7. How many people can my organization refer?

To allow for an equitable opportunity for youth from various organizations to be involved with CITY Leaders, no more than 3 youth can be referred to the institute by the same agency.

8. Where can I find more information about the boundaries of the 13 Priority Neighbourhoods?

For more information about the communities that make up the 13 Priority Neighbourhoods, please visit, <http://www.unitedwaytoronto.com/whatWeDo/neighbourhoodsMap.php>