

SECTION 1 — APPLICANT DETAILS

Name.....

Address.....

.....

Telephone.....email.....

Are you an existing Hamilton City Council staff member? YES / NO

If yes, please complete Section 2.

Are you currently a student studying for a Civil Engineering Degree? YES / NO

If yes, please complete Section 3.

SECTION 2 — STAFF MEMBER DETAILS

What is your current position with HCC?

What is your length of services with HCC?

What is your current qualification?

Please provide a copy of your academic record.

Are you committed to working at HCC during vacation time? YES / NO

Are you committed to returning to work at HCC at the completion of your course/paper? YES / NO

SECTION 3 — STUDENT APPLICANT DETAILS

What qualification are you currently studying?

What papers/courses have you already completed? YES / NO

Please provide a copy of your academic record.

Are you committed to working at HCC during vacation time? YES / NO

This means being based in Hamilton during this time.

Are you committed to returning to work at HCC at the completion of your course/paper? YES / NO

SECTION 4 — ALL APPLICANTS TO COMPLETE

REASONS YOU WISH TO BE CONSIDERED FOR THIS STUDY OPTION

- ◆ **What are your own objectives for undertaking this qualification?
Why do you want to do this?**

- ◆ **What will be the benefits to the organisation from you completing the qualification?**

- ◆ **What are your career plans for the next 2 — 5 years after completing this qualification
and how could this qualification assist you with that plan?**

- ◆ **Please comment on how you display the HCC Values.**

- ◆ **Please provide any further information you think is relevant to support this application.**

SECTION 5 — UNIT MANAGER TO COMPLETE FOR STAFF APPLICATIONS

Unit Manager Comments:

This section should cover the applicants' ability to perform their current role, future potential of the applicant if successful and any other supporting comments that the panel should consider.

Signature of Unit Manager: Date:

SECTION 6 — DECLARATION

I, agree that if I am successful in obtaining a scholarship from Hamilton City Council, I will:

- Fully commit to the programme of study that is mentioned above
- Re-sit any course not passed at my own expense
- Be available for paid vacation work
- Provide evidence of results at the completion of each semester/year
- Reimburse Council for my fees (in accordance with the Scholarship policy) if I resign or am dismissed within 2 years of completing my qualification. I authorise for deductions to be made from my pay to cover reimbursement of fees should I resign from HCC employment, or reimburse any outstanding amount owing prior to the end of my employment.

Signature of applicant: Date:

If you are successful in obtaining a scholarship, Hamilton City Council will provide:

- Payment of course fees payable on successful completion
- Leave without pay for full time half year (one semester) courses or full year courses
- Paid employment during the summer vacation period
- Paid employment may also be available during shorter vacation periods at the discretion of the relevant unit
- A maximum of three years scholarship funding/support to complete the qualification.

Continuation of scholarship support is subject to:

1. Successful completion of courses
2. Remaining on track to complete the degree in the original timeframe and
3. The CEO's discretion.

*This form must be completed and received by the Recruitment Manager at Hamilton City Council no later than midday on **19 September 2008**.*

*Please ensure **all** sections are completed.*

*Post applications to **Recruitment Manager, Human Resources, Hamilton City Council, Private Bag 3010, Hamilton 3240**.*

Applicants will be advised of the outcome of this process no later than 31 October 2008.

SECTION 7 — OUTCOME (HCC USE ONLY)

Outcome: approved / declined

Comments:

General/Unit Manager signature: Date: