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**HEALTH PROMOTION SCHOLARSHIP PROGRAM**

**2019 Application Form**

*Applications close 5pm, Friday 16 November 2018
Scholarship projects commence February 2019*



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# SUBMISSION OF APPLICATION

Please read the Scholarships Handbook before completing this application. Applicants are required to provide:

* **Electronic version** of completed **application form**.
* **Electronic version** of completed **project proposal**.
* **Electronic version** of **curriculum vitae** (CV) and **attachments.**

It is the applicant's responsibility to ensure **all documentation** is received by the closing time and date. Late applications will not be accepted.

**Submit your application via email to:**Scholarships Coordinator
Australian Health Promotion Association (WA Branch)
Email: scholarshipswa@healthpromotion.org.au

*Applications close: 5pm, Friday 16 November 2018*

# A. APPLICANT

To be completed by the applicant:

|  |  |
| --- | --- |
| Name:  |  |
| Home address: |  |
| Postcode: |  |
| Phone (home): |  |
| Mobile: |  |
| Email: |  |
| Address while on placement (if different to above):  |  |
| AHPA membership #: |  |

# B. SCHOLARSHIP SELECTION

|  |
| --- |
| 1. **Please indicate which scholarship category you are applying for:** (*tick all that apply)*

[ ]  Graduate[ ]  Aboriginal or Torres Strait Islander[ ]  Regional  |

# C. APPLICANT’S QUALIFICATIONS

Please attach a copy of the applicant’s most recent academic record to the application (if applicable). This might include tertiary or post-compulsory qualifications in any health or social science related field (i.e. University or TAFE). The AHPA (WA Branch) must sight a copy of the final academic record (if applicable) prior to funds being released to the agency and commencing the scholarship. **If the applicant has not completed any qualifications**, please ensure that Section D is completed and a letter of support from a workplace supervisor is attached to the application.

|  |  |  |
| --- | --- | --- |
|  **Qualification/s** |  **Institution/s** | **Date completed/due to be completed** |
|  |  |  |
|  |  |  |

# D. APPLICANT’S PROFESSIONAL AND VOLUNTARY EXPERIENCE

Please list your most recent experiences first (include any work/volunteer experience and appointments relevant to health promotion, Aboriginal health, nursing, youth work, teaching or other related fields).

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution or Agency**  | **Position Held** | **Dates** | **Voluntary or Paid** |
|  |  |  |  |
|  |   |  |  |

# E. APPLICANT’S REFEREES

Please list two referees who can comment on the applicant’s experience (work or volunteer). Please note referees should be contactable during December 2018.

## Referee One:

|  |  |  |  |
| --- | --- | --- | --- |
| Name:  |  | Position: |  |
| Relationship to applicant: |  |
| Agency: |  |
| Phone (work): |  | Mobile: |  |
| Email: |  |

## Referee Two:

|  |  |  |  |
| --- | --- | --- | --- |
| Name:  |  | Position: |  |
| Relationship to applicant: |  |
| Agency: |  |
| Phone (work): |  | Mobile: |  |
| Email: |  |

# F. HOST AGENCY

To be completed by the supervisor from the hosting agency to employ the scholarship position:

|  |  |
| --- | --- |
| Name of agency: |  |
| Address: |  |
| Supervisor: |  |
| Phone (work):  |  | Mobile: |  |
| Email:  |  |
| AHPA membership #: |  |

Please provide a short summary of the supervisor’s health promotion experience:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please explain how the supervisor plans to support the applicant, including approximate hours per week the supervisor will spend with the applicant.

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Please provide a brief summary of the agency’s cultural competencies. This may include provision of staff training and history of employing and supervising Aboriginal and Torres Strait Islander people. If the agency has a Reconciliation Action Plan (RAP) or other related policy, please attach it to the application.

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# G. CERTIFICATION OF AGENCY

I certify on behalf of this agency that:

1. The agency will provide the facilities, including appropriate funding for the project, office accommodation and adequate supervision for the applicant if successful in obtaining a scholarship.
2. The agency will provide relevant entitlements including sick leave and insurance through formal agreement / contract of employment. The scholarship includes agency on-costs of 20% of the recipient’s scholarship wages. Agencies are required to cover any additional expenses past this amount.
3. The agency will administer the scholarship (the head of department/area must sign this section).

|  |  |
| --- | --- |
| Name of Certifying Officer:  |  |
| Position: |  |
| Agency: |  |
| Phone: |  |
| Email: |  |
| Signature of Certifying Officer: |  | Date: |  |

# H. REMOTE AND RURAL RELOCATION ALLOWANCE (Remote and Rural Placements Only)

Scholarship applicants intending on relocating to remote or rural areas to undertake their scholarship can apply for additional funds up to **$4,100 (ex GST)** to assist with the costs of relocation. To apply for these additional funds, you must complete the **relocation allowance** (**RA) proposal** below as part of your application. See the example provided in the scholarship handbook for estimating your relocation costs.

|  |
| --- |
| **Please describe the applicant’s relocation for the purposes of the scholarship (or N/A):** |
| **Relocation cost item**  | **Description (brief)**  | **Estimated cost** | **Total requested**  |
|  |  |  |  |
|  |  |  |  |
|  |  | GST |  |
|  |  | TOTAL |  |

**Please note:** approved RA funds will be included in the scholarship contract to be paid to the scholarship recipient by the host agency as part of their regular pay. The AHPA (WA Branch) will only reimburse the host agency following receiving an invoice outlining costs of approved RA. Following completion of the scholarship recipients will need to provide proof of how they spend the RA funds e.g. airline receipt, petrol receipts, rental agreement, letter from landlord, etc.

# I. MENTORING PROGRAM – MENTEE APPLICATION FORM

Successful applicants are matched with mentors to provide additional support throughout the scholarship period. Please complete the form below to assist in finding a suitable mentor.

|  |
| --- |
| 1. **Please list three specific objectives you would like to work towards:** (i.e. long or short-term goals, areas of work that you would like to develop, experience/skills/knowledge you would like to enhance/develop *e.g. evaluation, management skills, interview skills, project management*)
*
*
*
 |
| 1. **What is your field of interest?** *(any specialty areas; nutrition, rural health, Aboriginal health etc.)*

      |
| 1. **Do you have a mentor in mind?** [ ]  Yes [ ]  No

 If you have a particular person in mind to be your mentor, please provide their name, and  if possible contact details, so that AHPA can invite them to participate. Name of potential mentor:       Phone:       Email:        |
| 1. **If available, would you prefer:** (*tick one box only)*

[ ]  Metro-based mentor[ ]  Non-metro based mentor[ ]  Either – whoever is best matched to my needs |
| 1. **How long have you been working in the health field?**

[ ]  Less than 2 years[ ]  2 years - 5 years[ ]  6 years - 9 years[ ]  10 years - 13 years[ ]  Over 14 years |
| 1. **Would you describe yourself as…**

[ ]  New to health promotion [ ]  Partially completed a health promotion course[ ]  New graduate from a health promotion course[ ]  Other (please describe)…        |

# J. CHECKLIST

Please complete this checklist to ensure that the scholarship applicant and the agency meet the scholarship criteria:

Within this application we have:

|  |  |  |
| --- | --- | --- |
|   | **Yes** | **No** |
| 1. Discussed the suitability of the proposed scholarship applicant, supervisor and project with the AHPA (WA Branch) Scholarships Coordinator.
 |  |  |
| 1. Met **applicant eligibility** criteria as outlined in the 2019 Handbook.
 |  |  |
| 1. Met **agency eligibility** criteria as outlined in the 2019 Handbook.
 |  |  |
| 1. Met **supervisor eligibility** criteria as outlined in the 2019 Handbook.
 |  |  |
| 1. Completed all sections of this **application form**.
 |  |  |
| 1. Completed all sections of the **project proposal** template.
 |  |  |
| 1. Included contact details for the applicant’s two nominated referees.
 |  |  |
| 1. Included the applicant’s and supervisor’s/agency’s AHPA membership numbers.
 |  |  |
| 1. Attached applicant’s most recent academic record or letter of support from a workplace supervisor detailing relevant work/volunteer experience.
 |  |  |
| 1. Included or attached information or evidence from the organisation/agency demonstrating cultural security.
 |  |  |
| 1. Attached copies of the applicant’s and supervisor’s Curriculum Vitae (no more than 4 pages each).
 |  |  |
| 1. Attached a letter from the agency confirming that they are a not-for-profit organisation, or government-funded agency.
 |  |  |
| 1. The applicant and supervisor will be available for an interview during week commencing 3 December 2018.
 |  |  |

# K. APPLICANT’S DECLARATION

I hereby certify that I have not worked in a paid health promotion role for more than six months full-time equivalent, have not previously received an AHPA (WA Branch) scholarship and will be available for interview during the week commencing 3 December 2018.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Name (printed)Applicant’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

# K. SUPERVISOR SIGNATURE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name (printed)Supervisor’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Thank you for taking the time to complete your application.