



**Laurentian Leadership Centre Certificate Program
Trinity Western University
APPLICATION FORM**

This Application Form is applicable to undergraduate/graduate visiting students that are seeking a **Certificate in Leadership & Applied Public Affairs** or a **Graduate Certificate in Leadership & Applied Public Affairs**.

The following must accompany this application form:

1. Two (2) completed Academic Reference Forms
2. One (1) completed Confidential Personal Reference Form
3. Written Question Response
4. Résumé
5. University Transcript(s) *(include copies of transcripts from other universities submitted for transfer credits)*
6. Academic writing sample

Application materials are due by September Semester: February 15 January Semester: October 15

Mail or fax application to the following address:

LLC Administration Office Fax: 604-513-2143
Attn: Jayne Cummins Phone: 604-513-2169
URNT Building Email: Jayne.Cummins@twu.ca
Trinity Western University
7600 Glover Road
Langley, BC V2Y 1Y1

For direct program information contact

Dr. Janet Epp-Buckingham or Calvin Townsend
Director, LLC Political Science Professor, TWU
Tel: 613-569-7511 x. 6020 Tel: 604-513-2121 x. 3344
Email: Janet.Epp-Buckingham@twu.ca Email: Calvin.Townsend@twu.ca

1. PERSONAL INFORMATION

Surname _____ Given Name _____
Address _____
City _____ Province _____ Postal Code _____ Email _____
Telephone: Home _____ Work _____ Cellular _____
Male Female Date of Birth (year/month/day) _____
SIN # (Receipt Purposes) _____ Medical Plan Number _____
Citizenship (for internship placement purposes) _____

2. EDUCATION HISTORY

Have you ever enrolled or applied to Trinity Western University before: YES NO
Undergraduate Concentration or Major and Minor _____
From which university _____ GPA _____
Previous degrees/certifications obtained _____ Concentration _____
From which university _____
Transcript(s) from all post-secondary institutions (other than TWU) should be submitted.

3. PERSONAL INTERVIEW

A personal interview may be required by the Director of the LLC subsequent to submission of this application form. Depending upon location and availability, this may be conducted by either phone or in person.

4. REFERENCES Three references must be submitted

Two Academic or Employment references (See LLC/TWU Academic/Employment Reference Form.)
1. Name _____ Position/Title _____
2. Name _____ Position/Title _____

Students, please submit two Academic Reverences. If you have recently been out of school and in the workforce you may submit one Academic and one Employment Reference.

One Personal or Pastoral Reference (See LLC/TWU Confidential Personal Reference Form must be used.)

3. Name _____ Position/Title _____

Have you ever been placed on behaviour probation or official accountability at college or university? No Yes
If yes, please explain below.

5. WRITTEN QUESTIONS

Please address each question in proper essay format on a separate sheet of paper, limiting each answer to one double spaced page (approximately 250 words).

1. Why do you want to do the LLC program and what do you hope to achieve through it? Please include in this personal statement any reasons you may have for wanting to go in a particular semester.
2. The LLC program involves an intensive community life experience as you will be in a live/learn centre with 20+ other students. How will you contribute to the community life at the LLC?

6. INTERNSHIP PREFERENCES

The Director will assign internship placements after discussions with students and potential internship supervisors. While every effort will be made to find each student's ideal internship, it is not possible to guarantee that specific placements will be available.

Please see the list of past internship placements posted on the LLC web site at www.twu.ca/Laurentian. This illustrates the breadth of potential opportunities. Note, however, that not all placements are available each semester. Conversely, it is also possible to pursue avenues where we have not previously placed a student. In all cases, options should be discussed fully with the Director.

Please indicate below what type of placement you hope to have and what expectations you have of that placement:

If you have specific suggestions for placements, please indicate them here (note that this does not guarantee you this placement).

7. RÉSUMÉ

Applicants must submit an up to date résumé showing their academic, employment, and volunteer experience. If the application is accepted, this résumé will be distributed to potential internship supervisors, and therefore must be prepared with great care and detail.

8. LANGUAGES

Are you fluent in French? Yes No

Please indicate the highest level of French language instruction you have obtained, and any other experience that you deem relevant. (E.g. 'Studied French until grade 12 and spent last summer studying in Quebec').

Other Languages _____

Fluency Level _____

9. ACADEMIC WRITING SAMPLE

Include an academic writing sample with your application. Writing samples are often requested by potential internship supervisors and may be distributed if requested. You may wish to select a sample, if possible, relevant to your potential placement or area of interest.

10. COMMUNITY EXPECTATIONS

The Laurentian Leadership Centre of Trinity Western University is a community where all members should be free to pursue honest academic inquiry and to explore issues of faith, life and citizenship in an affirming and respectful environment. Therefore, it is imperative that all members participate wholeheartedly in the life of the community, treating fellow members and guests with dignity and regard in the manner they themselves prefer to be treated. While students are not required to adhere to any specific religious faith or tradition, it is expected that each LLC member will respect other students' religious perspectives and, in particular, the Christian identity of Trinity Western University.

By accepting an offer to attend the LLC, students undertake to fulfill the duties of this opportunity, fully comply with the expectations of being a member of TWU and faithfully meet the following Specific Requirements of this program and community:

1. Uphold the University's Mission Statement and Community Covenant Agreement, including conduct with respect to alcohol, use of drugs, sexuality, and academic integrity. Please see <http://www.twu.ca/governance/office/community-covenant.html> for a complete edition of the Community Covenant.
2. Serve as an ambassador of Trinity Western University in and to the city of Ottawa and in all LLC activities.
3. Serve as a student in serious pursuit of learning through academic studies and life experience.
4. Maintain a high degree of professionalism in all internship relations and responsibilities.
5. Participate actively in the community life of the LLC.
6. Treat the LLC facility with care and assist in household duties as required.
7. Remain in residence at the LLC until the last day of the LLC program unless granted special permission from the Director of the LLC.
8. Neither seeks nor accepts employment while a student at the LLC.
9. Register with a maximum of 15 credits unless granted special permission from the Director of the LLC.

11. SIGNATURE

By my signature, I confirm that all information supplied in this application is true and correct to the best of my knowledge. I also affirm that I have read TWU's Mission Statement, understand and support the University's Responsibilities of Membership, agree to the Specific Requirements of the LLC community (listed above) and will comply with them while enrolled in this program.

I HEREBY APPLY FOR ADMISSION for the following term

FALL, 20_____ SPRING, 20_____

APPLICANT'S SIGNATURE

DATE

This program is offered under the written consent of the Minister of Training, College and Universities for the period from September 2003 to September 2013. Prospective students are responsible for satisfying themselves that the program and the degree will be appropriate to their needs (e.g. acceptable to potential employers, professional licensing boards and other educational institutions).



APPLICANT'S NAME: Surname, Given Name
 Term: Fall Spring 20__

**Laurentian Leadership Centre Program
 Trinity Western University
 ACADEMIC REFERENCE FORM**

APPLICANT: Please print or type your name in the space above and then sign one of the following statements below before giving this reference form to your Academic Referee to complete:

I HEREBY WAIVE any claim to access the Academic Reference Forms written on behalf of my application to the LLC.

 Applicant's signature Date

I DO NOT WISH TO WAIVE claim to access the Academic Reference Forms written on behalf of my application to the LLC.

 Applicant's signature Date

ACADEMIC REFEREE: The student named above has applied to the Laurentian Leadership Centre Program in Ottawa. Your recommendation is a vital part of the student's application process and your candid response in the following areas is crucial. As we cannot act on the student's application until we receive your reference, please return this form by the dates listed below.

Please return completed form by: FALL Semester: February 15 SPRING Semester: October 15

Mail form to the following address: LLC Administration Office,
 Attn: Jayne Cummins,
 URNT Building
 Trinity Western University,
 7600 Glover Road,
 Langley, BC, V2Y 1Y1

Contact Information: Tel: 604.513.2169
 Fax: 604.513.2143
 Email: LLCINFO@twu.ca

ASSESSMENT	Excellent	Above Average	Adequate	Poor	Unable to Judge
Academic Performance					
Academic Potential					
Writing Ability					
Study Habits/Discipline					
Motivation					
Honesty					
Emotional Maturity					
Self-Confidence					
Teachability					
Tolerance of other points of view					
Adaptability/Flexibility					

• How long have you known this student, and in what capacity? _____

• Please comment on the applicant's eagerness to learn and ability to work independently. _____

• This student ranks in the top 5% 10% 15% 20% of all the students I have taught.

• Additional remarks or other issues of which we should be aware: _____

Highly
Recommend

Recommend

Recommend with
Reservation

Do not
Recommend

Signature

Date

Full Name (Please Print)

Position/Dept.

Phone

College/University

Email address



**Laurentian Leadership Centre Program
Trinity Western University
CONFIDENTIAL PERSONAL REFERENCE FORM**

APPLICANT: Enter your name and address on the appropriate lines, and then give this form to someone who is not a close relative, and who can comment on your leadership and community involvement thus far at university. Please provide a stamped envelope to the Referee.

PERSONAL REFEREE: For admission to the Laurentian Leadership Centre Program in Ottawa, the LLC Selection Committee will review this reference in conjunction with the applicant's general university status. If you have completed a general university reference for the applicant, please complete this form, by the dates listed below, independent of the comments made in that reference.

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Contact Information: Tel: 604.513.2169
Fax: 604.513.2143
Email: LLCINFO@twu.ca

Please Print Clearly
APPLICANT

Surname _____ Given Name _____
Address _____ City _____
Province/State _____ Country _____ Postal/Zip _____

REFEREE

Title: Dr. Rev. Mr. Mrs. Miss Ms.
Surname _____ Given Name _____
Tel. # _____ Email _____
Position _____ Organizational Affiliation _____
Address _____ City _____
Province/State _____ Country _____ Postal/Zip _____
Tel. # _____ Email _____

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1. How long have you known the applicant? _____
 2. In what context/relationship? _____
 3. How well do you know the applicant? Very well Well Casually

1. Comment on the applicant's ability to live in and contribute to a Christian community. _____

2. Comment on the applicant's maturity and emotional stability. _____

3. Comment on the applicant's interpersonal skills. _____

4. Comment on the applicant's ability to accommodate change and handle stress. _____

5. Comment on the applicant's ability to work within a business or political setting. _____

Signature _____

Date _____