# PURPOSE

This scholarship recognizes the hard work and academic focus of the Civil Service staff at Illinois State University. The scholarship is meant to encourage those who are striving to improve their circumstances through education.

VALUE

One Foundation scholarship in the amount of $500 ($250 each semester). Additional Civil Service Scholarships may be awarded from the Civil Service Council, depending on available funds. Alternatively, the amount of the scholarship may be increased as available funds increase.

ELIGIBILITY

1. Current full-time Civil Service employee with at least two years of continuous service at Illinois State University.
2. Currently enrolled student pursuing a degree or certificate at Illinois State University.
3. Currently classified as a junior (60+ credit hours), including master’s degree and doctoral candidates.
4. Cumulative grade point average of 2.0 or above.
5. A recipient may be awarded a maximum of two one-year scholarships.

HOW TO APPLY

Complete the application form by typing all of your answers and mail to Civil Service Scholarship, Campus Box 1830, Illinois State University, Normal, Il. 61790-1830 or email to Chris Roberts at [cmrober@ilstu.edu](mailto:cmrober@ilstu.edu) . All information will be confidential and all items must be completed. Preferred submission method is email.

PLEASE NOTE: A complete application includes the following:

1. The Carl Johanson Scholarship Application returned in typed fashion.
2. The signed release form.
3. Most recent transcript.

DEADLINE FOR APPLICATIONS

Only applications that are submitted online or mailed with a postmark on or before 11:59 p.m. on June 15th will be considered. Award recipients and/or parents will receive notification by email before the end of September. So please make sure we have your email address/es.

METHOD OF SELECTION

1. ISU Civil Service candidates will complete the application form. Qualifying candidates will be screened by the Selection Committee appointed by the Civil Service Council.
2. Final selection or rejection of applicants rests with the Selection Committee.
3. Each applicant will be notified in writing via email of the action on her/his application by the Selection Committee.
4. The Selection Committee reserves the right to interview any candidate.
5. If selected, the applicant must submit a photograph for publication. These will only be accepted electronically.

SELECTION COMMITTEE

Shall consist of five or six members approved by the Civil Service Council.

**Release of Information**

I hereby authorize the release of college grades and any other related records to the Civil Service Scholarship Committee for the purpose of determining if I qualify for a Foundation or Civil Service Scholarship Award.

Illinois State University ID NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: by typing your name in the “signature” blank above, you have agreed to and authorized the items above.

**General Information**

This application must be completed and all requested information submitted by the deadline to be considered for a scholarship.

Name of ISU Civil Service Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_\_\_\_

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major and Degree you are working toward \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name to be removed prior to submission to Selection Committee)

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2. The signed release form.
3. Most recent transcript.

Length of employment at ISU \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If spouse employed, where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of dependents in household \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many dependents claimed on Federal Income Tax Return? \_\_\_\_\_\_\_\_\_\_

Number of children in school: Elementary \_\_\_\_\_\_ High School \_\_\_\_\_\_

College \_\_\_\_\_\_

Please list any other extra expenses that you believe the committee should consider (e.g. unpaid leave to complete student teaching requirements, childcare expenses, extensive medical expenses, nursing home bills, etc.).

Be specific.

[Please use as much space as you need to answer the questions above]

**Tell us about yourself: Be specific.**

1. Why do you feel you should be considered for this scholarship?

[Please use as much space as you need to answer the questions above]

1. What are your anticipated future professional goals?

[Please use as much space as you need to answer the questions above]

1. What are your extra-curricular activities and interests?

[Please use as much space as you need to answer the questions above]

1. Are you currently receiving any other financial aid or scholarships? If so, please list:

[Please use as much space as you need to answer the questions above]