

Application for Admission



MANAGEMENT DEVELOPMENT FOR WOMEN DISTANCE LEARNING AND CONTINUING EDUCATION Mount Saint Vincent University and Saint Mary's University

In addition to this application, the following are required:

- Include a letter to the Program Coordinator in which you outline your future career objectives and discuss how completion of the MDW program will help you achieve your goals.
- Provide an updated resume which includes education and training, outline of employment, and community or professional activities.
- Ensure that the appropriate person from your employing organization completes the *Recommendation and Agreement to Sponsor* form and forwards it directly to the Program Coordinator (it should not be given to you to forward). The sponsor acknowledges the mentoring role that they will be undertaking over the course of the nine months.
- Ensure that a person who knows you in other than a work setting (i.e. volunteer, social, or academic setting), and who can judge your potential for learning and development of new skills, completes the *Personal Recommendation* form and forwards it directly to the Program Coordinator. This person must not be a family member.

The Recommendation and Agreement to Sponsor and the Personal Recommendation form are to be sent directly to the Program Coordinator. Candidates are responsible for the timely return of all documents.

Return application as soon as possible to:

Program Co-ordinator, Management Development for Women
Distance Learning and Continuing Education
Mount Saint Vincent University
Halifax, NS B3M 2J6
Tel: (902) 457-6299 Fax: (902) 457-2618
mdw@msvu.ca

Name of Applicant: (First) _____ (Middle) _____ (Last) _____

Home Address: _____

Postal Code: _____ Home Telephone: _____

E-Mail Address _____

Job Title: _____

Organization Name: _____

Organization Address: _____

Work Telephone: _____ Work Fax: _____

Years of Management Experience _____

Your current position: € Senior Management € Middle Management € Supervisor	Work experience: # of years in present position: _____ # of years in present organization: _____ # of years total work experience: _____ # of people currently supervised: _____ # of years of management experience: _____	Tuition to be paid by: € Employer € Self € A deposit of \$250.00 is attached (payable to Mount Saint Vincent University)
--	--	---

Signature: _____ Date: _____

Name of Applicant _____

RECOMMENDATION AND AGREEMENT TO SPONSOR
CONFIDENTIAL

MANAGEMENT DEVELOPMENT FOR WOMEN
DISTANCE LEARNING AND CONTINUING EDUCATION

Mount Saint Vincent University and Saint Mary's University

This confidential report should be completed by the employer or supervisor who has agreed to sponsor the candidate for this program. Sponsors are expected to provide the support and guidance necessary for participants to carry out the assignments required in the program. Sponsors are expected to maintain a continuing interest in the progress of participants both in the Program and in the workplace.

Name: _____

Title: _____

Company: _____

Address: _____

Postal Code: _____

Telephone: _____ Fax: _____ e-mail: _____

Please attach a letter in support of the candidate's application for participation in the program. The letter should include the following:

- sponsor's working relationship to the candidate,
- areas of responsibility in which the candidate has worked in your company or organization, for example, planning, marketing, financial administration, human resource management, production,
- an assessment of the candidate's career intentions,
- an appraisal of the candidate's potential for advancement in management,
- identification of areas in which the candidate could benefit from further development.

Please return this signed form as well as your *confidential* letter as soon as possible directly to:

Program Co-ordinator, Management Development for Women

Distance Learning and Continuing Education

Mount Saint Vincent University

Halifax, NS B3M 2J6

Tel: (902) 457-6299 Fax: (902) 457-2618

mdw@msvu.ca

Signature: _____

Date: _____



Name of Applicant _____

PERSONAL RECOMMENDATION
CONFIDENTIAL

MANAGEMENT DEVELOPMENT FOR WOMEN
DISTANCE LEARNING AND CONTINUING EDUCATION

Mount Saint Vincent University and Saint Mary's University

This confidential report should be completed by a person (not a relative) who knows the candidate outside of a work environment. For example, in a volunteer, community or academic setting, and can judge her potential for learning and developing new skills.

Please attach a letter in support of the candidate's application. The statement should include the following:

- relationship to the candidate,
- knowledge of the candidate's intention to pursue a career in management and likely commitment to the program of study,
- an assessment of the candidate's interpersonal skills, and
- comments based on your knowledge of the candidate's potential for learning and for successful advancement in management.

Name: _____

Relationship to the candidate: _____

Company: _____

Address: _____

Postal Code: _____

Telephone: _____ Fax: _____

e-mail: _____

Please return this signed form as well as your *confidential* letter as soon as possible directly to:

Program Co-ordinator, Management Development for Women

Distance Learning and Continuing Education
Mount Saint Vincent University
Halifax, NS B3M 2J6
Tel: (902) 457-6299 Fax: (902) 457-2618
mdw@msvu.ca

Signature: _____

Date: _____

