



Glass Arts Fellowship Program

Fellowship Application, 2016

Information for the Applicant:

Please read these directions carefully before filling out this application. Please **print or type** and make sure all pertinent questions are answered completely and accurately. Should you have a disability for which you need special accommodation in order to participate in the application process, please request assistance from the Executive Director, Meredith Doyen.

Application deadline is Friday, April 15, 2016. However, applications will be reviewed on a rolling basis, and on-site interviews will be conducted throughout April and May. Applicants are encouraged to apply as soon as possible. Positions begin on July 1, 2015. Exceptions can be made to align with graduation dates.

IN-PERSON, ON-SITE INTERVIEWS ARE REQUIRED.
Some funding may be available for travel expenses.

FCAC Glass Arts Fellowship Eligibility: Completion of undergraduate or graduate degree, U.S. citizenship and applicant must be willing to undergo criminal background checks, including state and federal checks. Background checks must be implemented prior to the start of the fellowships.

A complete FCAC Glass Arts Fellowship application consists of the following items:

- This formal application form, scanned and signed, if submitting electronically
- A current CV or résumé that shows educational background and work experience
- A copy of your transcript (unofficial) and/or other documents of your complete undergraduate and graduate school record
- At least three written recommendations (may be e-mailed directly to Meredith Doyen)
- A personal statement (no longer than four pages). Your personal statement should be a narrative giving a brief profile of yourself, your professional development and your interest in becoming a FCAC Glass Arts Fellow
- At least 15 examples of your work

Personal Data

Name: _____
last
first
middle

Current Address: _____
street
city
state
zip

Permanent Address: _____
street
city
state
zip

Valid until: _____

Telephone (current): _____ Telephone (permanent): _____

Fax number: _____ Email address: _____

Are you a U.S. citizen? () YES () NO If no, citizen of what country? _____

If no, what type of U.S. visa do you hold, if any? _____

U.S. Social Security Number: _____

I. Education

Beginning with the most recent, list all periods of college-level education.

Please include copies of all transcripts from each undergraduate and graduate program.

Institution:	Major:	From Mo/Yr:	To Mo/Yr:

Other Licenses and Certifications:

**II. Publications, Fellowships, Honors, Awards and Extracurricular Activities
(please include at least 15 examples of your work):**

III. Employment Experiences:

Please list and briefly describe the last four jobs, both paid and volunteer, that you have held, beginning with the most recent. Please also attach a résumé with your complete work history.

Position:	Employer:	From Mo/Yr:	To Mo/Yr:

**IV. Personal Statement
(this is the MOST important part of the application process):**

Please write a statement of no more than two to four pages in length. This statement should be a narrative giving a brief profile of yourself, your professional development, and your interest in becoming a Glass Arts Fellow. Please elaborate on your educational background, specific skills and any experiences that may relate to arts education, outreach, teamwork or community building. Please include at least one paragraph about your community service background and your service ethic. You may include special professional interests, plans for career development, and any additional information you believe would be helpful. Also, include at least one paragraph describing your thoughts about your teaching style or philosophy. Please do not simply restate the information listed on your résumé.

Have you applied to the Glass Arts Fellowship program in the past? () YES () NO
If yes, when?

Have you been affiliated with the First City Art Center or in the past? () YES () NO
If yes, how and when?

Is any member of your family or household associated with First City Art Center?
Please state name and relationship:

I am available to start as the First City Glass Arts Fellow on: _____
(month, day, year)
and must complete my assignment by : _____
(month, day, year)

**PREFERENCE IS GIVEN TO APPLICANTS WHO ARE WILLING
TO CONSIDER STAYING FOR TWO YEARS.**

Will you have a car available during your fellowship? () YES () NO

You will be required to maintain a home phone land-line or cable for Internet access at home. Fellows are not provided with an office space, and must maintain a home office with Internet access.

I understand that I will be responsible for maintaining home Internet access and a local phone number () YES () NO

V. References:

Please ask at least three people who can evaluate your professional and/or academic performance to write a letter of recommendation and send, or e-mail it to:

Meredith Doyen, Executive Director
First City Art Center
1060 N. Guillemard St.
Pensacola, FL 32501

Email: director@firstcityart.org

Your application will not be fully considered until your references are received.

A. Name: _____
Occupation: _____
Current Mailing Address: _____
Email: _____
Phone: _____

B. Name: _____
Occupation: _____
Current Mailing Address: _____
Email: _____
Phone: _____

C. Name: _____
Occupation: _____
Current Mailing Address: _____
Email: _____
Phone: _____

Thank you for completing this application. Consideration for fellowship awards through First City Art Center will be based on your qualifications and eligibility. Your signature below indicates that you have completed the application and have read and agreed to the following statement.

All First City Art Center Fellows must undergo criminal background checks. Checks will involve FBI criminal background checks, state background checks and checking your identity through the National Sex Offender Registry. The NSOR will be conducted prior to making an official offer. Once a fellowship has been awarded, your enrollment is contingent on a successful FBI and state background check clearance. You will not be allowed to serve unsupervised with vulnerable populations (elderly and children) until you have been cleared through all background checks.

“I certify that the facts I have given on this application are true and complete. I understand that, if any statements made by me on this application prove to be false, it may prevent my being appointed for a fellowship, or may be sufficient cause for my dismissal.

In the event that I am awarded a fellowship, I agree to keep First City Art Center informed of my whereabouts and progress during my fellowship and to prepare the required reports regarding my experience as a Fellow. I understand that, in case I fail to maintain a satisfactory record, or in case my conduct is considered prejudicial to the best interests of First City Art Center Fellows Program, my award will be withdrawn.”

Applicant’s Signature _____ **Date** _____

Checklist:

- Completed signed application []
- Transcript(s) - can be copies []
- Personal Statement []
- Résumé []
- Three completed reference letters []
- Portfolio or work []

Note: All materials do not have to be sent as a complete package. Letters of reference should be sent directly from the writer. References may email their recommendations.

Mail or Email

(must have scanned signature)

Meredith Doyen, Executive Director
First City Art Center
1060 N. Guillemard St.
Pensacola, FL 32501

director@firstcityart.org

If you have questions, please call Meredith Doyen at: 850-625-6654,
or e-mail at director@firstcityart.org