

# Jackson WLA Application

Thank you for your interest in applying to participate in the Jackson Workforce Leadership Academy. Please refer to the Participant Overview (<https://storage.googleapis.com/proudcity/jacksonms/uploads/2020/01/overviewaspen.pdf>) for additional background and details about the Academy.

The Jackson Workforce Leadership application deadline is February 7, 2020 at 5:00 pm CT. The materials for submission include:

1. A completed application submitted online
2. Your resume (emailed to [jackson.mswla@gmail.com](mailto:jackson.mswla@gmail.com)) and/or a link to your LinkedIn page (submitted directly in the application)
3. An organizational chart (emailed to [jackson.mswla@gmail.com](mailto:jackson.mswla@gmail.com)). The chart should show your supervisors as well as staff reporting to you.
4. A letter of reference (emailed to [jackson.mswla@gmail.com](mailto:jackson.mswla@gmail.com)) from either an individual who has direct responsibility for overseeing your work or from an external partner whom you work with directly. The letter should include the referee's relationship to you, a description of your strengths and achievements, and comments on how you might benefit from and contribute to the Academy.
5. Commitment to Participate Form (<https://www.jacksonms.gov/aspeninstitute/commitmentform>) signed by you and your supervisor, and emailed to [jackson.mswla@gmail.com](mailto:jackson.mswla@gmail.com).

For all documents submitted via email, please use your first and last name in the subject line of the email, and please use your first and last name in the titles of the files that you attach.

Tips for completing the online application:

View the application PDF here <https://www.jacksonms.gov/AspenInstitute> before beginning your application.

Draft your responses in a separate document and paste them into the application to avoid losing your work.

Save your work by clicking "submit". You will receive a copy of your application and be able to edit your work until the deadline on February 7, 2020.

If you have any questions about the Jackson WLA, your eligibility to apply, or the application process, please contact:

Dee Wallace  
Facilitator, Jackson WLA

or

Jessica Nelson  
Mobility Innovation Team  
Lead for America Hometown Fellow  
Office of the Chief Administrator,  
City of Jackson  
(713) 858-1449

Nafeesa Edges  
Mobility Innovation Team  
Lead for America Hometown Fellow  
Office of the Chief Administrator,  
City of Jackson  
(202) 304-4362

If you experience any technical difficulties, please contact:

Tony Mastria  
Digital Communications Associate, Economic Opportunities Program

The Aspen Institute  
[tony.mastria@aspeninst.org](mailto:tony.mastria@aspeninst.org)

We are grateful to The Aspen Institute Economic Opportunities Program and W. K. Kellogg for supporting this work.

\* Required

1. **Email address \***

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## Applicant Information

2. **First Name \***

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3. **Last Name \***

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4. **Job Title \***

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5. **Organization \***

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6. **City \***

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7. **State \***

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8. **Phone \***

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9. **How many years have you worked in the workforce development field? \***

*Mark only one oval.*

Less than 2 years

2 to 5 years

5 to 10 years

More than 10 years

## Organization Information

**10. What type of organization do you work for? \***

*Mark only one oval.*

- Community-based organization
- Faith-based organization
- Community or technical college
- Four-year college or university
- Economic development agency
- Local government (city/county)
- State government
- Philanthropic organization or funders' collaborative
- Industry intermediary or sector partnership
- Professional, business, or industry association
- Labor union or labor-management partnership
- Other: \_\_\_\_\_

**11. Do you operate an American Job Center? \***

*Mark only one oval.*

- Yes
- No

**12. Do you staff a Workforce Development Board? \***

*Mark only one oval.*

- Yes
- No

**13. How many staff members does your organization employ? \***

*Mark only one oval.*

- 1-10
- 11-25
- 26-50
- 51-75
- 76-100
- 101-200
- Over 200

**14. How many staff members do you supervise? \***

\_\_\_\_\_

## **Program/Initiative Information**

**15. If you provide or fund direct services through your work, please indicate up to three populations you primarily serve. \***

*Check all that apply.*

- Incumbent workers
- Unemployed
- Underemployed
- Single parents
- Individuals who are homeless or at-risk of homelessness
- Displaced workers
- Persons with disabilities
- Youth and young adults (ages 16-24)
- Individuals with a criminal or juvenile justice background
- Men and/or boys of color
- Women
- Veterans or Active Duty Military/Reserves/National Guard
- Individuals with low basic skills
- English as a Second Language (ESL) or English Language Learners (ELL)
- Immigrants/Refugees
- Not applicable
- Other: \_\_\_\_\_

**16. Do you provide or fund direct services through your work? \***

*If so, please check all that apply.*

*Check all that apply.*

- Literacy & Basic Skills
- English as a Second Language (ESL)
- Financial education or coaching
- Job readiness (resume preparation, interviewing, and job search assistance)
- Case management
- Technical/Occupational skills training
- Integrated math, literacy, ESL or work readiness as a part of vocational/technical skills training
- Internships, apprenticeships, or on-the-job training
- Incumbent worker training
- Supervisory/management training
- Provide contract services or capacity-building opportunities to Disadvantaged Business Enterprises
- Not applicable
- Other: \_\_\_\_\_

**17. Does your work include a focus on a specific sector or sectors? \***

If so, please check all that apply.

*Check all that apply.*

- Biotechnology/Life sciences
- Building services/Facilities maintenance
- Child development/Child care
- Cleaning services
- Construction
- Energy/Utilities
- Food production
- Healthcare
- Hospitality and tourism
- Information technology
- Landscaping/Groundskeeping
- Office/Business services
- Manufacturing
- Pharmacy
- Retail
- Restaurant/Food service
- Transportation/Warehousing
- Not applicable
- Other: \_\_\_\_\_

**Program/Initiative Information**

**18. In what ways do businesses engage with your organization or program/initiative? \***

Please select all that apply.

*Check all that apply.*

- Hire graduates
- Participate in hiring events, job fairs, and/or mock interviews
- Offer site tours for staff and/or participants
- Assist with and/or provide input on curriculum
- Serve on industry advisory or programmatic boards
- Provide training instructors
- Provide job shadowing, mentoring, or internship opportunities
- Offer apprenticeships
- Provide materials, equipment, meeting space or other in-kind resources
- Make financial donations
- Pay fees for services
- Provide paid time-off or training wages for employees to attend training
- Provide on-the-job training for new hires and/or incumbent workers
- Refer incumbent workers to training
- Offer tuition reimbursement or other benefits to facilitate training and education
- Convene or help convene other business leaders
- Partner on public policy advocacy
- Not applicable
- Other: \_\_\_\_\_

**19. Are you engaged in any of the following job quality strategies that are focused on improving the stability of low-wage jobs and improving worker access to advancement opportunities? \***

Please select all that apply.

*Check all that apply.*

- Providing feedback to businesses about workers' experiences in their job
- Supporting development of policies and practices that ensure sufficient hours
- Working with businesses to develop policies and practices that ensure predictable work schedules
- Supporting development of policies and practices that create opportunities for increased wages and access to benefits
- Working with businesses to redesign jobs to more fully utilize workers' skills, especially tied to advancement
- Assisting businesses with development of an employee satisfaction survey or other employee feedback mechanism
- Providing learning and development opportunities for management to build a positive, trusting environment
- We are not engaged in any job quality strategies
- Other: \_\_\_\_\_

## Professional Background

20. **Please tell us about your current role and responsibilities. In your response, please include how your role is focused on improving opportunity and equity for low-income people. \***

(200 words max.)

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21. **Please state why you entered and are engaged in the workforce development field. Be sure to address what roles you have had in the past and what your future aspirations are. \***

(200 words max.)

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22. **Please provide your working definition for equity and inclusion How does this definition impact your professional work? \***

(200 words max.)

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## **Personal Leadership and Goals**

23. **What goals do you have for participating in the Hudson County Workforce Leadership Academy? In your response, please include your personal goals, goals for your organization or program/initiative, and goals for the Hudson County workforce system. \***

(200 words max.)

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24. **How would you describe yourself as a leader, and in what ways would you like to develop and grow your leadership skills? \***

(200 words max.)

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## Partnerships and Collaboration

A focus on partnerships and collaboration is central to the design of the Hudson County Workforce Leadership Academy.

25. **Please provide an example of a current partnership with another organization you are working with. In your response, please share the goals of the partnership, your role, and what has been rewarding and/or challenging. \***

(200 words max.)

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## Demographic Information

26. **Which describe your race/ethnicity? \***

Check all that apply.

*Check all that apply.*

- African American/Black
- Caucasian/White
- Latinx
- Asian
- Native American
- Prefer to self-describe
- Decline to state

27. **If you chose "Prefer to self-describe," please use this space to respond.**

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**28. Which gender identity do you identify with? \***

Check all that apply.  
*Check all that apply.*

- Male
- Female
- Non-binary
- Prefer to self-describe

**29. If you chose "Prefer to self-describe," please use this space to respond.**

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**30. Do you identify as transgender or gender non-conforming? \***

*Mark only one oval.*

- Yes
- No

**31. What is the highest degree or level of school that you have completed? If you are currently enrolled, please select the previous grade or highest degree received. \***

*Mark only one oval.*

- Some high school
- High school diploma or G.E.D.
- Some college credits
- Associate's degree
- Bachelor's degree
- Some graduate coursework
- Master's degree
- Doctorate
- Other: \_\_\_\_\_

## Additional Documentation

**32. A link to your LinkedIn public profile or a copy of your resume is required for this application. Please choose one of the following options: \***

*Mark only one oval.*

- I will include a link to my LinkedIn public profile. *Skip to question 32.*
- I will upload my resume.

## Additional Documentation

**33. Please include a link to your LinkedIn public profile. \***

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Skip to question 33.

## Confirm and Submit

Your responses have not yet been submitted. If you wish to complete or revise your application later, you may exit now. Be sure to return to the survey using the same device and browser. We recommend you bookmark this page. To review or revise your responses to previous questions, click the "BACK" button at the bottom of this page.

If you are ready to submit your application, please complete this page and click the "SUBMIT" button.

**34. I confirm that all my responses are accurate and complete. \***

*Mark only one oval.*

Yes

No

**35. Please type your full name. This will serve as your electronic signature. \***

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**36. Please select today's date. \***

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*Example: December 15, 2012*

A copy of your responses will be emailed to the address you provided

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