

# Mennonite Village

## New Scholarship Application & Instructions

Mennonite Village encourages personal, professional and educational development of staff members. The Scholarship Program is designed to help employees with tuition costs for a course of study that will enhance their professional development and the quality of services provided at the Mennonite Village. The total funds allocated to an employee are not to exceed the LBCC tuition equivalent for more than 180 credit hours.

If you are interested in applying for tuition assistance, please read the Program Requirements and Conditions of Award in the Staff Scholarship Program brochure. Scholarship awards are made contingent upon eligibility and funds available. The Scholarship Committee may waive or change eligibility requirements in unique circumstances at their discretion.

All new applicants must have been an employee of Mennonite Village for at least one year by the application deadline, have a reference form filled out by their direct supervisor and a co-worker and have no written disciplines on file from the previous 12 months. These reference forms are attached. The committee will not accept any other form of recommendation. *Only the form from your direct supervisor is required if you are requesting payment for a one-time only class.*

It is your responsibility **to fill in your name, what degree/class/dates you wish to attend. All forms are required to be submitted via email to the Human Resources Department at [mvbenefits@mennonitevillage.org](mailto:mvbenefits@mennonitevillage.org). All forms must be turned in at once. If you choose to submit paperwork separately, it is your responsibility to ensure all required paperwork has been sent to human resources.** The deadline dates for Scholarship Applications are always posted with the applications and timeclocks and in all scholarship correspondence.

New scholarship applicants are required to attend a virtual or in-person interview with the Scholarship Committee and fill out the questionnaire to discuss educational and career goals. Please be on time for your appointment.

Please return the completed application form to Human Resource by the deadline date.

If you have any questions, you may call Karina Santillan-Olea at 541-704-4203 or by email at [karinas@mennonitevillage.org](mailto:karinas@mennonitevillage.org)

Scholarship Application Form Updated 10/05/2022

# Mennonite Village New Scholarship Program Application

**(Application must be readable and all information provided.)**

Employee name: \_\_\_\_\_ Date of hire: \_\_\_\_\_

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

City \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #s: (home) \_\_\_\_\_ (work) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Current MV department: \_\_\_\_\_ Average hours of work per month: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ How to contact Supervisor \_\_\_\_\_

Date you completed high school or equivalent: \_\_\_\_\_

What college, university or training program will you be attending?

\_\_\_\_\_  
\_\_\_\_\_

What is your educational goal? \_\_\_\_\_ Will the class or classes

you plan to take lead to a degree? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what will be the degree or

major will you be pursuing: \_\_\_\_\_ Or will the classes lead to a license or

Certificate? \_\_\_\_\_ Explain: \_\_\_\_\_

When do you expect to obtain your degree, license or certificate? \_\_\_\_\_

For what term are you applying for a scholarship? (Scholarships are awarded on a term-to-term

basis.) Winter \_\_\_\_\_ Spring \_\_\_\_\_ Fall \_\_\_\_\_ Other \_\_\_\_\_

How many college credit hours will you be taking this term? \_\_\_\_\_

What are the **course names and numbers, and credits**? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are these courses part of the curriculum for your degree or certificate? \_\_\_\_\_ If not, which

courses are not: \_\_\_\_\_

Explain why you are taking any non-curriculum courses: \_\_\_\_\_

Will you be receiving other grants or scholarships? \_\_\_\_\_ If so, list type and amount:

\_\_\_\_\_  
\_\_\_\_\_

*I have read and understand the requirements and conditions of the Mennonite Village Scholarship program. To the best of my knowledge, I am eligible for the program.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Mennonite Village Scholarship Application Co-worker's Reference Form

I \_\_\_\_\_ have applied for a Mennonite Village scholarship.

My educational goal is a degree/certificate in \_\_\_\_\_.

Please respond to the following questions to help the scholarship committee in their assessment of my educational potential. This form must be turned into the HR Department via email by the following date: **Deadline Date:** \_\_\_\_\_ Failure to turn the references in by the deadline date could keep me from being considered for a scholarship. Thank you for your help.

In what way is this employee a good representative of the Mennonite Village? Give examples of what you have observed?

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Do you think the applicant will succeed at their education or career goals? Explain why or why not?

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Please provide any additional information or comments that may help the committee determine the applicant's potential to succeed as a student and in the prospective career.

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Co-worker's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact number: \_\_\_\_\_

# Mennonite Village Scholarship Application Supervisor's Reference Form

I \_\_\_\_\_ have applied for a Mennonite Village scholarship.  
My educational goal is a degree/certificate in \_\_\_\_\_.

Please respond to the following questions to help the scholarship committee in their assessment of my potential. This form must be turned into the HR Department via email by the following date:

**Deadline Date:** \_\_\_\_\_. Failure to turn the references in by the deadline date could keep me from being considered for a scholarship. Thank you for your help.

Describe one or two ways you have seen the applicant learn new skills and/or accept increasing responsibilities: \_\_\_\_\_

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In what ways have you seen the employee demonstrate the values of the Mennonite Village?

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The scholarship committee looks for candidates who are motivated to succeed, show initiative, leadership and time management skills. Please describe why this employee and his/her educational goals should be considered for a Mennonite Village scholarship:

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Please provide any additional information or comments that may help the committee determine the applicant's potential to succeed as a student and in the prospective career.

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*Supervisor's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_  
*Contact number:* \_\_\_\_\_

## **Mennonite Village Scholarship questionnaire:**

Tell us a little about yourself:

Tell us about a personal achievement that makes you proud.

What is your educational goal and how will you use this degree or training in the future?

What's the most difficult challenge you've ever faced? How did you handle it?

Describe a time in your life that has shaped who you are as a person.

Why did you choose your current field of study?

How do you think you would be an asset to our organization if you were awarded this scholarship?

Tell us why you like working at Mennonite Village: