



**NEW ZEALAND HARKNESS FELLOWSHIP
INSTRUCTIONS TO APPLICANTS
2017**

GENERAL GUIDELINES/CHECKLIST

- Applications must be typed using a font no smaller than Times New Roman 10 point and all documents must be included in a single PDF file.
- Ensure that all required sections of the application are completed.
- Include a CV of no more than four pages.
- Include a scan of the photo page of your passport.
- Include a letter of invitation from a potential host organisation in the US.
- Include a short statement about any previous experience in the US.
- Include a statement from your Chief Executive (or the appropriate Deputy Chief Executive or equivalent at the institution or organisation where you are currently employed). The statement should also indicate the organisation's support for your application. This can be included in, or supplementary to, your three references.
- Include a one page project statement
The proposed project should contribute to the development of knowledge in your respective field. The Project Statement should clearly define the aims of the project, the methodology, and the importance of the project, for the field, for New Zealand and for your own professional development.
- Your three referees have been notified to email kyla@fulbright.org.nz directly. Please see guidelines for reference writing on page eight of this application form.
- The deadline for the receipt of applications is 5:00pm, 14 October 2017.**

In fairness to all applicants who meet the deadline, we cannot accept applications received after the application deadline.

- Email** your completed application form and supporting documents to kyla@fulbright.org.nz

If you have any questions concerning eligibility or the application process, please contact:

Kyla Orr, Programme Manager

Fulbright New Zealand, Level 8, 120 Featherston Street, PO Box 3465, Wellington 6140, New Zealand

Telephone: +64 4 494 1501 Email: kyla@fulbright.org.nz



**NEW ZEALAND HARKNESS FELLOWSHIP
APPLICATION FORM
2017**

PERSONAL DETAILS

1. **Full name** (first middle last):

2. **Contact Details**

Home address:

Home telephone number:

Home fax number:

Email address:

Mobile number:

3. **Sex:** Male Female

4. **Which ethnic group(s) do you belong to?**

(Tick the box or boxes that apply to you. This question is asked for statistical purposes only)

Pākehā/European

Māori

Pacific

Asian

Other

(Please elaborate where appropriate:)

5. **Date of Birth:** (dd/mm/yyyy)

6. **Place of Birth:** (City and country)

7. **Marital status:** Single Married or living with a spouse/partner

If married or living with a spouse/partner, please give spouse/partner's details:

Full name:

Date of birth:

Nationality:

Occupation:

8. Children: Please give names and dates of birth of children:

9. Have you ever been to the US?

Yes No

If yes, give dates and purposes of visits:

10. Have you ever been arrested, or convicted by a court of law?

Yes No

If yes, please state the type of offence(s) and date(s):

Applicants must disclose any prior criminal convictions (excluding traffic violations), whether in New Zealand or elsewhere. Failure to disclose a criminal conviction, or the providing of inaccurate or misleading information, may result in the revocation of a Harkness award. A criminal conviction may affect your eligibility to obtain a US visa. If you have any questions on this matter, please contact Fulbright New Zealand's Programme Manager.

11. How did you hear about the Harkness Fellowships?

PROFESSIONAL DETAILS

13. Degrees held:

14. Professional field/discipline:

15. Current Employment

Current position/title:

Organisation:

Address:

Work telephone number:

Work fax number:

Work e-mail address:

16. Employment history – please attach a CV (curriculum vitae) of no more than four pages

HARKNESS FELLOWSHIP PROJECT DETAILS

17. Project title:

Project description:

Give a concise description (one page maximum) of the project that you propose. The description must address the following attributes sought by the Selection Board:

- State the objectives and methodology of your proposed project
- Describe the significance of your project for your field in both the US and New Zealand
- Outline your ideas for how your experiences in the US will be communicated and applied to the New Zealand context to effect a particular outcome(s)
- Demonstrate a track record of learning and growth in characteristics representative of the future leadership that the NZ public sector needs
- Provide evidence of a planned and purposeful approach to the Fellowship

18. Identify the host institution in the US that you consider most suitable to your project:

Name a person within that organisation with whom you have corresponded about your project:

Please attach copies of correspondence with potential hosts.

19. How would your project benefit

a) New Zealand?

b) the US?

c) you personally?

20. How would you plan to build on your Harkness Fellowship experience and disseminate what you have learned

a) in NZ?

b) in the US?

21. Outside your project, what would living in the US for approximately 3 months enable you to do?

22. Please provide here any additional information that you would like to bring to the attention of the Selection Committee

23. Budget Information

Which, if any, of your family would be accompanying you on Fellowship? For children please state date of birth

Name	Relationship to you	No. of months in United States

If accompanied by a spouse/partner, would he/she be employed or receiving a paid grant or fellowship during the Harkness Fellowship? Yes No

Would you anticipate receiving paid leave from your employer?

- Yes, full paid leave
 Yes, partial paid leave
 No

If yes, what level of support (expressed as a monthly figure in \$US after tax) would you expect to receive from your employer? \$

Please provide: a letter from your employer confirming their support for your participation in the fellowship programme, and whether you will be receiving full, partial or no paid leave.

24. Medical Information

Have you been treated in the last five years for any illness, either physical or psychological in origin, requiring hospitalisation or more than three visits to a doctor, clinic or hospital?

- Yes No

If yes, explain.

Note: Successful candidates will be required to undergo a medical examination.

25. Referees

Give the names, addresses, and telephone numbers of three people who you have asked to write references in support of this application. All should be people with whom you have had substantial contact in recent years. Each of your referees should e-mail his/her reference directly to Kyla Orr, Programme Manager, Fulbright New Zealand, **no later than 5:00pm, 14 October 2017**

Name	Address, Telephone Number and Email address	Relationship to referee

26. Conditions of Award and Tenure

Approval of all Fellowship awards is conditional upon you:

- meeting normal US immigration requirements;
- possessing a valid NZ passport and obtaining an appropriate visa / waiver;
- confirmation of an appropriate host institution in the US;
- having arrangements approved by the NZ Harkness Fellowships Trust Board.

While on tenure, Fellows may not perform services for an employer from whom they are on paid or unpaid leave of absence.

If pertinent, it is a J1 visa condition of appointment that Fellows may not seek permanent employment or residence in the US for at least two years following their Fellowships.

I undertake to leave the US at the conclusion of the Fellowship, or of any extension approved by the Harkness Fellowships Trust Board.

I have read the Conditions of Award and Tenure printed above and agree to be bound by them if selected for a New Zealand Harkness Fellowship.

Signature: _____

By sending your application by e-mail, you are deemed to have “electronically signed” your application in accordance with the Conditions of Award and Tenure printed above. In this case please just enter your full name in the space above.

Date: _____

References:

Referees should provide a candid, confidential assessment of the applicant, addressing as many as possible of the following in 1-2 pages:

- 1) the period of time that the referee has known the applicant and in what capacity;
- 2) the applicant's professional qualifications and accomplishments;
- 3) what the referee would see as their strengths and weaknesses;
- 4) the calibre of the applicant's work and potential for contribution to their field and proposed study topic;
- 5) any particular qualifications, experiences or reasons why the applicant should be selected to be a New Zealand Harkness Fellow;
- 6) the applicant's leadership potential;
- 7) the suitability of the candidate's proposed programme in the US.