



ABOUT THE EMPLOYEE AWARD

The Eric Nicholson Civil Service Employee award has been established to encourage GSU Civil Service Employees, to further their education and to promote career advancement and self-improvement. The award is underwritten through contributions and fundraising activities by the Civil Service Senate. Donations to the Eric Nicholson Civil Service Employee Fund can be made by check or payroll deduction and are tax deductible. For **FALL 2021**, the Civil Service Award Committee will select **one applicant** to receive the Employee award in the amount of \$500.00.

THE APPLICATION DEADLINE IS MONDAY, AUGUST 30, 2021

ELIGIBILITY/QUALIFICATIONS

- ONLY GSU Civil Service Employees are eligible.
- **The GSU Civil Service Employee must have the equivalency of two years full-time employment at GSU.**
- The applicant must be pursuing an undergraduate, graduate degree or advanced degree and must already be admitted into a college program.
- The applicant must be enrolled in, or planning to enroll in, **a minimum of three (3) credit hours** that are either prerequisites or required courses necessary for completion of the degree program.
- The applicant must have a current cumulative grade point average (GPA) equivalent to a "C" or above. Graduate applicants must have a cumulative GPA of "B" or above.
- Applicants may only win once within an Academic Year.
- The applicant is allowed a lifetime maximum of six (6) Civil Service awards.

APPLICATION PROCESS

- Complete the Civil Service award application.
- Write a 1-2 page typed double-spaced essay stating their educational and career goals.
- **Provide copies of the most recent available transcripts.** (Unofficial transcripts are acceptable).
- Provide an up-to-date copy of any current course schedule.
- Return the application and required documents to:

**Governors State University, Attn: Jose De La Paz, Room C1360,
1 University Parkway, University Park, IL 60484 - 0975**

Incomplete application packages will not be accepted and applicants without all required documents will be eliminated from the selection process. Applicants will hear back from the committee by September 13, 2021

SELECTION PROCESS

A GSU Human Resources staff member reviews the application to verify that all required information is provided. Then the application and materials are forwarded to the Civil Service Award Committee for review. The selection of a winner is based on the information provided.

ERIC NICHOLSON CIVIL SERVICE EMPLOYEE AWARD APPLICATION

PLEASE PRINT OR TYPE

Name

Address

Telephone ()

City

State

Zip

Email

College Information

College Name

Telephone ()

Address

City

State

Zip

Date of Admission

GPA

Full-time

Part-time

Freshman

Sophomore

Junior

Senior

Graduate

Advance Degree

Degree Program:

Please attach a 1-2 page (typed, double spaced) essay stating your educational and career goals; your most recent transcripts (unofficial is acceptable), and an up-to-date copy of any current course schedule.

I hereby authorize GSU to verify my registration/admission status with the above University.

Signature: _____ Date: _____

RETURN APPLICATIONS AND REQUIRED DOCUMENTS TO:

Governors State University
Department of Human Resources Attn: Jose De La Paz C1360
1 University Parkway
University Park, IL 60484-0975

APPLICATION SUBMISSION DUE BY:

MONDAY, AUGUST 30, 2021

QUESTIONS ABOUT APPLICATION SUBMISSION CONTACT JDELAPAZ@GOVST.EDU

Office Use Only:

Transcript Current Registration/Course Schedule

Enrollment Verified / / Semester Applicant #

Winner Yes No