

# PROFESSIONAL DEVELOPMENT AWARD APPLICATION

## **OBJECTIVE:**

To financially assist Johnson Memorial Hospital employees in continuing their education in a health-related field, with the expectation the employee will remain at Johnson Memorial Hospital at the completion of his/her program and make a positive impact on the department, the employee and Johnson Memorial Health.

## **SCHOLARSHIP AWARD:**

The Johnson Memorial Hospital Foundation will award funds in varying amounts, dependent on funds available. These funds are designed to cover single, short-term professional development (seminar/workshop/education programs and/or certifications within the employee's area of work). This award is NOT intended for tuition purposes.

## **ELIGIBILITY:**

Funds are open to any full or part-time employee currently employed at Johnson Memorial Hospital and in good standing.

## **BASIS OF AWARDING FUNDS:**

Funds will be awarded based on leadership, achievements, and benefit to Johnson Memorial Health.

## **FORM OF APPLICATION:**

Applicant must complete and submit the Johnson Memorial Hospital Foundation Professional Development Award application according to guidelines and deadlines. In addition to the application form, applicants must submit the following to be considered for this award:

1. Complete Section I of the JMH Travel Expense and Authorization Report (found on JMH InfoNet).
2. Provide a letter from current supervisor/manager who can attest to the applicant's leadership, achievements and the positive impact the professional development would have on the department, the employee and Johnson Memorial Health.
3. A statement (approximately 300 words) prepared by the applicant summarizing why you desire to continue your education including career goals.

## **APPLICATION DEADLINE:**

Submit completed application to the Johnson Memorial Hospital Foundation. Applications that do not conform to the requirements will not be considered. Deadline for application: April 2, 2020.



**SUBMIT APPLICATIONS TO:**  
Johnson Memorial Hospital Foundation  
c/o JMH Foundation Professional Development Award  
1125 West Jefferson Street, Franklin, IN 46131  
Email: [foundationmail@johnsonmemorial.org](mailto:foundationmail@johnsonmemorial.org)  
Questions, please call 317-346-3703

## Professional Development Award Application

Name: \_\_\_\_\_

Hospital Dept: \_\_\_\_\_ Current Position: \_\_\_\_\_

Home Street Address: \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Program/Certification: \_\_\_\_\_

Date(s) of Program/Certification: \_\_\_\_\_

Total Cost of Program/Certification \$ \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_

If total amount requested is not awarded, are you still interested in attending: \_\_\_\_\_

### Financial Information:

Hourly Rate: \_\_\_\_\_ Length of Tenure at JMH: \_\_\_\_\_  Full Time  Part Time

I hereby affirm the information provided on this application is accurate and complete to the best of my knowledge. Falsification of information may result in the disqualification and/or termination of any funds granted.

Name \_\_\_\_\_ Date \_\_\_\_\_

*All information supplied in this application will be held in strictest confidence.*

### Application Checklist:

Completed application form

Complete Section I of the JMH Travel Expense and Authorization Report (found on JMH InfoNet).

A letter from current supervisor/manager who can attest to the applicant's leadership, achievements and the positive impact the professional development would have on the department, the employee and Johnson Memorial Health.

A statement (approximately 300 words) prepared by the applicant summarizing why you desire to continue your education including career goals.