**Staff Leadership Institute**

# 2025-2026 Application to Participate

Applicant Name: Click or tap here to enter text.

Day / Work Phone Number: Click or tap here to enter text.

Work Address: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Current WKU Position: Click or tap here to enter text.

Time in Current Position: Click or tap here to enter text.

Briefly describe your job responsibilities: Click or tap here to enter text.

Previous position held at WKU (if applicable): Click or tap here to enter text.

Participating in the WKU Staff Leadership Institute is voluntary. Why do you want to be a part of this program? Click or tap here to enter text.

Tell us about some of your non-work-related activities, such as community volunteer work, etc.:

Click or tap here to enter text.

Have you served in a leadership role in any organization? Please describe: Click or tap here to enter text.

Applicant Commitment:

If selected, I understand that I must attend all sessions to successfully complete the Staff Leadership Institute program. Sessions will be held for a full day approximately once every three weeks. I commit to attend and participate in each session. Although emergencies do occur, I understand that if I miss more than a total of four hours from all sessions, I will not receive a completion certificate. I give my permission for photographs and/or videos taken during class to be used for educational and/or promotional materials for Human Resources or Continuing & Professional Development.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Click or tap here to enter text.

Departmental Commitment:

This application has the full support of this office, which includes the time required to participate in the program. I understand that the $600 fee for the course will be charged to our banner index number, provided below.

Name of Department: Click or tap here to enter text.

Banner Index Number: Click or tap here to enter text.

Comments:

Click or tap here to enter text.

Supervisor Name: Click or tap here to enter text.

Supervisor Email Address: Click or tap here to enter text.

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Click or tap here to enter text.

Application Deadline: **Friday, September 12, 2025**.

Send completed form/scan as an email attachment to cpd@wku.edu or mail/deliver to: Staff Leadership Institute, WKU Continuing & Professional Development, KCC 133. Contact WKU CPD at 270-745-1912 or cpd@wku.edu with any questions.

*WKU is an Affirmative Action/Equal Opportunity Employer. All staff employees are encouraged to apply.*