



Hampton Roads American Payroll Association Education Scholarship Application

Thank you for your interest in the 2010 Hampton Roads American Payroll Association (HRAPA) Scholarship Program. The Hampton Roads Chapter American Payroll Association established its education scholarship in 2010 to help its members by providing opportunities for education. Learning how to meet the latest payroll compliance changes and how to apply the industry best practices is critical to the success of Hampton Roads Chapter's members. The winner will receive a \$400.00 scholarship to be applied to payroll related classes, seminars or CPP/FPC registration fee. Please read this application carefully and follow all instructions.

Candidate Requirements

- (1) Current member in good standing of the Hampton Roads American Payroll Association
- (2) Must be working full-time in payroll or pursuing either an undergraduate or a graduate college degree in Payroll/HR related field through accredited institution of higher learning.
- (3) Previous applicants and past scholarship recipients are eligible to re-apply.

How to Apply

- (1) Complete an application form.
- (2) A list and brief description of accomplishments from the applicant (not to exceed two typed pages), which documents:
 - A. Educational Advancement
 - i. Professional growth (i.e. certificates, etc.) (Maximum of 5 points)
 - ii. Personal growth (i.e. educational classes, etc.) (maximum of 10 points)
 - iii. Organizational growth (i.e., staff development, corporate awareness, etc.) (maximum of 5 points)
 - B. Involvement in process improvements within your job, department, or organization (i.e., cost savings, efficiency/productivity increases, etc.) (maximum of 15 points)
 - C. Participation in community service (i.e., civic engagement, volunteer work, etc.) (maximum of 10 points)
 - D. Financial Needs (maximum of 20 points)
- (3) Personal Essay
If awarded a scholarship, describe how it would help you in the advancement of your payroll professional career. Limit your essay to one typed page. (maximum of 25 points)
- (4) Two letters of recommendation detailing why the applicant is worthy candidate for a Hampton Roads American Payroll Association scholarship. Each letter must be signed by the person writing it. (maximum of 5 points each)

Total 100 Possible Points

Application Deadline: July 15, 2010

Robert Half Management will review all applications and choose this year's recipients based on all submitted materials. Not following instructions precisely could disqualify an application.

**The Hampton Roads American Payroll Association's
2010 Payroll Education Scholarship
Application Form**

Full Name: _____

Payroll Title: _____

Current Employer: _____

Address: _____

Phone Number: _____

E-mail: _____

Certification(s): CPP FPC PHR SPHR Other

Highest Level of Education and the Year Completed: _____

Years in Payroll: _____

Contact information for the two individuals who are providing the enclosed letters of recommendation:

Name: _____

Title: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Name: _____

Title: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Application Checklist

- Completed application form
- List and description of accomplishments
- Personal essay
- Two Letters of recommendation

Note: Hampton Roads American Payroll Association Board of Directors and officers are not eligible for the scholarship. They may be eligible to apply for grants, awards or scholarships through the American Payroll Association.

Hampton Roads American Payroll Association would like to share your scholarship application with others. I, _____, grant Hampton Roads American Payroll Association authorization to use my application.

Signature: _____

Applications must be postmarked by July 15, 2010 to be considered for the scholarship:

Mailed to: Robert Half
Attention: Cynthia Johndrow
150 W. Main Street Suite 1620
Norfolk VA 23510