

Example Application Form

Scholarships 2022

Epworth
Medical
Foundation



Note – the finalised application form will need to be completed online and the application link will be available from 8:30am on Monday 21 June 2021.

If you are applying for a group scholarship, each group member needs to complete this application form.

If you are applying for the Melbourne Business School - New Leaders Development Program please visit the EMF Grants Hub - Scholarships page for a separate application link.

If you have any questions regarding the application form, contact the Epworth Scholarship Coordinator - (03) 9936 8289 or scholarships@epworth.org.au. If you are having any technical difficulties with the application form, please direct your queries to the IT Help Service Desk - (03) 9426 6000 or servicedesk@epworth.org.au.

The program is made possible with thanks to the generosity of our donors and sponsors to the Epworth Medical Foundation, in collaboration with People and Culture.

Applicant Information

Full name:

Email Address:

Employee Number:

Current Position:

Primary Hospital/Division:

Department:

Manager Name:

Manager Email Address:

Work Phone:

Mobile:

Date you commenced working at Epworth:

Employment Status:

Do you identify as Aboriginal and/or Torres Strait Islander origin?

Career Experience

Please list any previous roles you have held at Epworth (if applicable):

Qualifications

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Please list all of your completed formal qualifications (if applicable) e.g. certificate, diploma, degree etc:

Are you currently undertaking any study?

If yes, please provide course detail and institution:

Previous Applications

Have you applied for a scholarship in previous years?

If yes, have you been successful in receiving a scholarship previously?

Did you participate on a group study tour (i.e. Northwell Health and/or Nursing Leadership Experience)?

What year did you receive the scholarship?

What did you use the scholarship for?

How much funding were you awarded?

How have you embedded your learnings or implemented improvements in the workplace since receiving the scholarship?

Scholarship Information

Scholarship Category (please select one from the list below):

- Attend a local or online/digital conference, seminar or workshop
- Training support i.e. certificate, one-on-one training
- Visit another hospital, organisation or centre of excellence to research models of care
- Undertake an innovation project
- Return to study (note Commonwealth Supported Place students are not eligible)
- Other – please specify

Individual or Group Application?

Proposed Project or Area of Study

Provide a short summary of your scholarship initiative (no more than 100 words*):

Expected start date:

Expected end date:

Please provide a detailed outline of your scholarship initiative:

Provide 4 or more sentences to outline the full details of your proposed initiative.

How will undertaking this activity support you in your current role?

Which of our strategic pillars will your activity align to?

- Empowered People
- Innovation

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- Connected Care
- Sustainability

What personal and professional outcomes do you hope to achieve?

How will your scholarship benefit Epworth Healthcare?

Sharing and Embedding Learnings

It is an expectation for scholarship recipients to share knowledge and implement improvement initiatives within their teams and/or more broadly.

List **3 strategies** below on how you intend to share or embed your continuous learning in the workplace:

Strategy Options:

- Consult with your colleagues prior to conference or study – to investigate on behalf of the team
- Streamline a process or procedure to increase efficiency
- Discuss and share your experience with your manager
- Prepare recommendations for your managers and leaders
- Present at a team meeting
- Present at a staff forum
- Run skills practice sessions for colleagues
- Write an article for internal communications (The Dose or Divisional Newsletter)

How will you achieve this?

Leave

Will you need to access leave entitlements to complete your scholarship activity?

If yes, you will need to tick a checkbox:

I am aware that I may be entitled to study leave arrangements as per the agreement or award that I am employed under, and need to follow local Divisional processes to access any entitlements. No additional study leave will be granted to scholarship recipients.

Do you anticipate requesting annual leave?

If yes, number of days?

Requested Budget

Your budget should only include expenses that you will incur in 2021 and are directly related to your proposed activity. You are able to request up to \$10,000 in funding.

Expense type:

Amount:

Expense details if applicable:

Other

How did you find out about the scholarship program? (select one or more):

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- Word of mouth
- Manager
- Email
- Screensaver
- Poster/Flier
- Newsletter/The Dose
- Staff Forum/Team Meeting
- EMF Grants Hub
- Other

Submission

I submit my application for a scholarship and understand my written submission is in accordance with the conditions and guidelines described in the "Scholarship Guidelines" document.

Yes

I have reviewed the financial information for this activity and confirm I will not be claiming Commonwealth Assisted Place funding.

Yes

I understand that any interstate travel will be subject to possible restrictions and border closures (if applicable)

Yes

I understand a copy of my application will be sent to my manager and my application will not progress through the selection process without their approval. The local Executive Team will also review my application during the selection process.

Yes