



**LORD MAYOR'S MULTICULTURAL ROUNDTABLE
&
SARINA RUSSO JOB ACCESS
SCHOLARSHIP APPLICATION PACKAGE**



Background

Twelve scholarships will be available to provide financial support to applicants in completing a Certificate IV of Small Business Management at Sarina Russo Job Access, City Campus in 2008. The program includes 3 month study (2 days per week) followed by a 12 month business mentorship program with Sarina Russo Job Access. There will be 3 places commencing at the beginning of each term in January, April, July and October 2008.

Eligibility

The successful applicant must:

- be from migrant or refugee background;
- be Australian citizens or permanent residents;
- currently reside in Brisbane City Council local government region;
- preferably speak a language other than English;
- have financial difficulties including having limited income (e.g. reliance on Centrelink benefits or low-wage work) and other expenses (e.g. caring for others, high medical costs etc);
- meet requirements of Certificate 4 in Spoken and Written English or equivalent English proficiency level;
- have minimum 1 year experience in business and/or office administration in Australia and/or overseas.

CONDITIONS OF THE SCHOLARSHIP

Selection will be based on a number of criteria including:

- Work experience/knowledge in Australia and/or overseas;
- Economic and/or personal need

The scholarship is valued at \$ 5,000 each over 15 months and will contribute to:

- Tuition fees (3 months)
- Business Mentorship Program (12 months)

INSTRUCTIONS

When preparing applications, all applicants are encouraged to seek professional advice contact: Michael Rodgers-Bell, NEIS Consultant, Sarina Russo Job Access, Phone: 3001 8000 or E-mail: rodgersbellm@sarinarusso.com.au

- Applicants are required to submit a typed application, which addresses all the information in the following under Part 1- Part 4 outlined on the following pages.
- Applicants may choose to include additional supporting evidence (such as written references) with the application.

**APPLICATIONS SHOULD BE FORWARDED TO:
Lord Mayor's Multicultural Unit
GPO Box 2287
Brisbane Q 4001**

APPLICATIONS CLOSE: 4.00pm, Friday 19 October 2007

PLEASE ADDRESS THE FOLLOWING IN YOUR APPLICATION:

PART 1 – PERSONAL DETAILS

- Family Name
- Given Names
- Full address for correspondence
- Email address
- Telephone number - home and work/mobile
- List any major interests (activities outside work eg. sport, hobbies, community activities)

PART 2 – EDUCATION AND PROFESSIONAL DEVELOPMENT

Please provide details of any schools, colleges and universities you have attended both in Australia and overseas. Attach certified copies of your certificates.

Secondary Education

- Name of School
- Years attended
- List any scholarships, special awards, achievements or prizes

Tertiary Education

- Name of tertiary Institution
- Years attended
- Degree undertaken
- Scholarships, special awards or prizes

Other achievements – Courses/Training

- List any other courses not already mentioned or additional achievements you feel are relevant to your application. Please provide details and include appropriate documentation.

PART 3 – BUSINESS AND EMPLOYMENT HISTORY

Give details of any employment history including casual, part-time or full-time employment, employment programs, and/or industry and administration experience and positions you have held within a business. If self-employed, give details of your business operation including industry sector, numbers of employees and year of start and finish.

- Dates of Employment
- Name of Organisation
- Position Held
- Responsibilities

PART 4 – APPLICATION QUESTIONS

Please answer the following questions (Suggested length per answer: half a page)

1. Explain what best defines your cultural background (eg 1st or 2nd generation migrants who speak a language other than English)
2. Why do you feel you both need and merit this scholarship (eg financial difficulties, work experience and how the scholarship will benefit you in your current position and/or future business development)
3. What leadership roles have you undertaken both in business and community services
4. Demonstrate how the program will benefit you in your current position and/or future development in business

Privacy Notice:

All personal data provided by you will be treated confidentially and is for the use of the selection panel to assess your application solely.

CHECKLIST

Please check that you have completed the following before submitting your application:

- Addressed all the sections outlined in the application package.
- Attached academic results from studies undertaken in Australia and overseas.
- Provided any supporting documentation/references relevant to the application.
- Completed the questions in Part 4.

**THANK YOU FOR TAKING THE TIME TO APPLY FOR THE SCHOLARSHIP OF
THE LORD MAYOR'S MULTICULTURAL ROUND TABLE & SARINA RUSSO JOB ACCESS**