



# PUBLIC ADMINISTRATION

LOCAL GOVERNMENT PROGRAM

МГ?СГЛІІ ГОСВГ СОЛЕКИШЕНІ ЪКОСКВМ

## **GTA-DPA Application – Instructions**

### **Durham Region Version**

The DPA Application includes the following components:

- Application Cover Sheet
- Application Form
- Statement Letter
- Resume
- Reference 1
- Reference 2
- Transcripts – Post Secondary
  - If none, then:
    - Transcripts – High School
  - If none, then:
    - Professional Development Certificates / Professional Designation Credentials
- Application Fee (\$75.00) - Payable to “The University of Western Ontario”

Special Instructions/Notes:

- References should in sealed envelopes and signed across the seal.
- Transcripts may be unofficial copies for application assessment purposes, but no student will be admitted officially until originals are sent.
- The Statement Letter is a 1-2 page letter outlining why you would make a good candidate to the program, how the program will aid you in your career development, and how it will add value to your organization.
- Please gather all components of the application and place them in one envelope.
- Please attach the cover sheet to the outside of the envelope.

Please submit your application to:

**Denise O'Brien**

**Manager, Learning & Organization Effectiveness Programs**

**Human Resources Department**

**605 Rossland Road East, P.O. Box 623**

**Whitby, Ontario L1N 6A3**