



PUBLIC ADMINISTRATION

LOCAL GOVERNMENT PROGRAM

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GTA-DPA Application – Instructions

Newmarket (including Aurora, East Gwillimbury, Georgina, King and Whitchurch Stouffville)

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 be 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:

Sandra McKenzie
HR Consultant, Learning & Development
Human Resources
Town of Newmarket
395 Mulock Drive
Newmarket, ON L3Y 4X7