

## Page: Applicant Information

**Please note** you must meet all the following eligibility criteria, in order to be considered for The Annual Cafritz Awards. Former Cafritz Awards finalists are encouraged to reapply. However, former Cafritz Awards winners are not eligible for the individual Cafritz Awards.

### Eligibility Criteria \*

- I am a full-time employee of the DC Government (volunteers, temporary, or contract workers are not eligible to participate)
- In May 2021 I would have worked at least five years with the DC Government
- I do NOT serve in any of the following capacities: cabinet-level appointee, department deputy, teacher or principal

Please confirm you meet all criteria:    Yes    No

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### Applicant Information \*

First Name:

Last Name:

Official Job Title \*

Current Job Description \*

Please upload job description in Word or PDF format. (can be acquired from your HR department)

Agency/Office of Employment \*

Years of Employment \*

With DC Government (As of May 2021)

Additional Information \*

How many full-time and part-time employees do you oversee directly?

Select one option

- 0
- 1-4
- 5-10
- 11-20
- 20+

**Address \***

Street:

Line2:

City:

State:

Zip:

**Unit****Work Phone \*****Home Phone****Applicant Email \*****Supervisor's Name \***

(First, Last)

**Supervisor's Official Job Title \*****Supervisor's Work Phone \*****Resume or Curriculum Vitae \***

Please upload resume or CV in Word or PDF format.

**Supervisor's Email \***

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**Page: Essay**

Using the Selection Criteria as a guideline, please describe your key accomplishments in the service to the DC Government and the impact that you have had on the residents of Washington, DC.

- A brief description of your tenure with the DC Government
- Specific examples of accomplishments and the resulting positive impact
- Data to qualify impact and results, when applicable
- Clear connection to the Selection Criteria
- The attributes and characteristics that set you apart from the norm

The winners are chosen based upon demonstrated performance and excellence in one or more of the selection criteria (it's not necessary to meet all five):

- *Solved an extraordinary problem or achieved a significantly difficult goal*
- *Performed an outstanding act which brought positive recognition to the City*
- *Successfully initiated and implemented an innovative idea that brought about dramatic results*

- *Consistently achieved excellence in overall job performance that is "above and beyond the call of duty"*
- *Demonstrated outstanding and inspirational leadership that dramatically improved employee morale and team spirit*

### **Accomplishments \***

It is recommended that you first draft your statement in a Word document and then copy and paste it into the field below. Please be sure to keep your response to **5000 CHARACTERS** (approx. 825 words) or less.

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## **Page: Recommendations**

### **Recommendation Guidelines**

We suggest you contact your references ***as early as possible*** to give them enough time to respond when they receive the request from this system.

**RECOMMENDATION REQUESTS THAT YOU ENTER BELOW ARE SENT WHEN YOU FINALIZE YOUR APPLICATION PORTFOLIO.**

Your reference will be sent an email with a link to upload their letter into the system to accompany your Application Portfolio at that time.

When submitting a request for a recommendation, please provide the referee with any materials or links they might find relevant as they write their recommendation letter. The importance of recommendation letters for this award process cannot be overstated; they are the most important items in the application portfolio outside of the essay that you write.

From past experience, it is helpful to follow up with your referee individually, and provide them with the following information:

- [Sample Recommendation Letter](#)
- Program background, including Selection Criteria and Eligibility Requirements [www.cafritzawards.org](http://www.cafritzawards.org)
- Information about the former winners [www.cafritzawards.org](http://www.cafritzawards.org)

If you have any questions about what your referees are asked to provide, please do not hesitate to contact us.

### **Recommendation 1 \***

Full Name:

Email:

### **Recommendation 2 \***

Full Name:

Email:

### **Recommendation 3**

Full Name:

Email:

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## **Page: Additional Files**

You may upload 3 files that help to demonstrate the impact of your accomplishments.  
PDF, JPG, DOC, PNG formats accepted

### **Supplemental Material 1**

### **Supplemental Material 2**

### **Supplemental Material 3**

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## **Page: Finalize**

### **How did you hear about the awards program? \***

(Please check all that apply)

Select one or more options

- DC Government Email
- GWU-CEPL Email
- Social Media: Facebook
- Social Media: LinkedIn
- Social Media: Twitter
- Website: GWU-CEPL
- Website: DC Gov
- Word of Mouth

- Poster
- Other

Please provide information on how you heard about the awards program if you chose "Other" in the options above.

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## **BACKGROUND CHECK CONFIRMATION FOR INDIVIDUALS \***

### **Read carefully before you sign**

I understand that any information given may be investigated. I consent to the release of any information regarding my suitability for The Morris & Gwendolyn Cafritz Foundation Awards for Distinguished Government Employees by the members of the Cafritz Awards Screening Committee and the Selection Panel. Please note that typing in your name below will count as your electronic signature.

**Name\***

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**Date \***

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At any point in the process you may save and exit. You may return and continue as often as needed. When you are satisfied with all your responses you will click on the **Finalize** button to submit your Application Portfolio.

**You will not be able to edit your responses or add any additional information to your submission after you have clicked on the *Finalize* button.**