

THE APPLICATION PROCESS

Your First Step...

To Joining the Public Health Prevention Service

ARE YOU ELIGIBLE?

You are eligible to apply to the Public Health Prevention Service (PHPS) if you have a **strong interest** in applied public health practice, and have both

- ▶ a master's degree related to public health, and
- ▶ U.S. citizenship.

At least one year of work experience in public health, which may include a practicum in a community setting as part of a master's degree, is highly desirable. Candidates from all disciplines of public health are encouraged to apply.

HOW TO APPLY:

The items listed below comprise your application and must be submitted to the PHPS Program:

1. **CURRICULUM VITAE:** Original and 5 copies in the standard format (see next page).
2. **PERSONAL STATEMENT:** A narrative, no longer than 2 pages, typewritten and double-spaced, which addresses the following questions:
 - ▶ What are your career plans after graduating from the PHPS Program?
 - ▶ How would the PHPS Program help you fulfill these plans?
 - ▶ How would the PHPS Program complement your previous training and experience?
3. **REFERENCE LETTERS:** Three letters of recommendation from persons who know you professionally, are familiar with your achievements and future aspirations, and can speak to your personal qualities and professional attributes. At least one letter must be from a faculty member or supervisor.
4. **TRANSCRIPTS:** Copies of undergraduate and graduate school transcripts. If you are accepted, official transcripts mailed directly to the PHPS Program at the address listed on the back page will be required.



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service



APPLICATION DEADLINE:

All application materials, including references, must be received by Monday, January 5, 1998. Application materials received after January 5, 1998, or applications that are incomplete, will not be considered. Applications sent by E-mail or FAX are not acceptable.

Mail your application package to:

Public Health Prevention Service Program
Division of Applied Public Health Training
Epidemiology Program Office
Centers for Disease Control and Prevention
1600 Clifton Road, N.E., Mailstop D-18
Atlanta, GA 30333

You are responsible for the timely submission and receipt of all application materials. For confirmation that your application and reference letters have been received, you may include 2 self-addressed stamped postcard with your application.

SELECTION PROCESS:

The selection process consists of two levels of review. The first level will be a quantitative assessment of the entire application by a review panel. The applications will be scored based on the complete application which consists of the following:

- ▶ Curriculum vitae
- ▶ Personal statement
- ▶ Reference letters
- ▶ Transcripts

Applicants will be notified in February 1998 whether they will compete in the second level of review.

The second level of the selection process involves personal interviews and group and individual exercises to assess interpersonal and team skills, analytical thinking, and oral and written communication skills. Applicants will be scheduled for interviews by March, and must travel to Atlanta at their own expense. Decisions and notifications will be made in April. The PHPS class will commence at CDC in September 1998, with an intensive 2-week orientation and training program.

The final selections are based on the following criteria:

- ▶ A commitment to, and understanding of, public health.
- ▶ An understanding of the PHPS Program.
- ▶ A need for the PHPS Program to support the applicant's career goals.
- ▶ A potential for future career growth in public health.

Questions? Contact the PHPS Program office.
Phone: (404) 639-4087
E-mail: phsepo@cdc.gov
Website: <http://www.cdc.gov/epo/dapht/phps.htm>

CDC is an Equal Opportunity Employer and provides a smoke-free environment.

Standard *Curriculum Vitae* Format for Application to the PHPS Program

PERSONAL INFORMATION

- Full name
- Mailing address
- Telephone number(s)
- Fax number (if available)
- E-mail address (if available)
- Country of citizenship

EDUCATION

List all institutions attended, beginning with the most recent and include high school.

- Years attended
- Name of institution
- Location (city and state)
- Degree or diploma received
- Major(s), minor(s)

KNOWLEDGE

- Graduate Record Exam scores and date
- For each category below, indicate the number of graduate and undergraduate credit hours. (Credit hours may be counted only once.)
 - Management, administration, and policy
 - Health education and promotion
 - Biological/physical/environmental sciences
 - Behavioral/social sciences
 - Mathematical/statistical sciences

EMPLOYMENT & VOLUNTEER EXPERIENCES

List all paid employment, internships, and volunteer experiences since high school graduation.

- Dates employed: from ___ to ___
- Job title
- Duties and accomplishments
- Average hours per week
- Employer's name and address
- Supervisor's name and phone number
(May the supervisor be contacted?)

PROFICIENCIES

List and rate skill level: excellent, good, fair

- Languages: spoken and written
- Computer programs: word processing, graphics, spread sheets, statistical packages, data-base management (specifically Epi-Info)
- Other computer skills

HONORS & AWARDS

- Type of honor
- Name of organization

- Date received

Describe activities in civic, professional, or service organizations.

- Degree of participation
- Name of organization
- Dates of participation

REFERENCES

- List three references with mailing address, phone number, and their relationship to you.

- List additional accomplishments you feel are relevant to this application.

**FAILURE TO FOLLOW THIS FORMAT WILL
RESULT IN YOUR APPLICATION NOT
BEING CONSIDERED.**

—EXAMPLE—

John Andrew Snow, MPH

PERSONAL INFORMATION

Address: 1234 State Street
Eastham, CO 80209
Home Phone Number: (000) 444-1111 Fax Number: (000) 444-3333
Work Phone Number: (000) 444-2222 E-mail address: jsnow@tele.com
Citizenship: United States

EDUCATION

9/95–6/97—State School of Public Health, Lexington, KY—MPH (major, minor)
9/90–6/94—Costal University, Middletown, CT—BA (major, minor)
9/86–6/90—Mt. Grand High School, Worcester, TN

KNOWLEDGE

GRE scores: verbal ___; analytical ___; quantitative ___; July 1994
Management, administration: ___G ___U
Health education, promotion: ___G ___U
Biol/physical/envir sciences: ___G ___U
Behavioral/social sciences: ___G ___U
Math, statistical sciences/epidemiology: ___G ___U
*All credits reported are based on a quarter system.

EMPLOYMENT EXPERIENCE

6/96–3/97—HIV Prevention Counselor: (give a description of duties),
15 hr/wk avg., Gay Men's Health Center, 1333 Piedmont Avenue, Lexington, KY,
Mr. J. Everett Green, (000) 333-5555, can be contacted.
6/95–3/97—Records Clerk: (duties), 20 hr/wk, Fitts Community Health Center ...
Continue in above format for each job. You are not limited to a single page.

PROFICIENCIES

Foreign languages:
Spanish (spoken): excellent Spanish (written): fair

Computer skills:
WordPerfect 6.1: excellent Epi-Info: fair
FoxPro: fair SPSS: excellent
Power Point: good

HONORS & AWARDS

Commencement speaker, State School of Public Health, June 1997
The Jones Award (Soccer), Costal University, 1993
Merit Scholarship, State Committee, 1990

COMMUNITY ACTIVITIES

Chairperson, Campus World AIDS Day, 1996
President, Trinity Sunday School Class, 1995

REFERENCES

George W. Jones, MD, MPH, 1223 Washington Street, Lexington, KY
(000) 123-1234, Academic Advisor, School of Public Health
Continue in above format for each reference.

Re: _____
(Applicant's Name)

Dear Colleague:

The individual identified above has applied for a position in the Public Health Prevention Service (PHPS) at the Centers for Disease Control and Prevention (CDC), and has listed you as a reference. The PHPS is a new 3-year program of on-the-job training and service. It is designed for persons at the master's level who are interested in learning how to develop, implement, and evaluate scientifically sound prevention programs and interventions for public health.

As a reference, your frank and objective evaluation of the applicant's abilities and potential for future career growth in public health will play an important part in the selection process. To assist us in the review process, we ask that you address the following items in your letter of recommendation.

1. Indicate your name, title, organization, how long you have known the applicant, and in what capacity (e.g. employer, supervisor, teacher, faculty advisor).
2. For each of the six areas listed below, please a) comment on the applicant's abilities and skills using examples that draw on your interactions with the applicant, and b) rate the applicant in comparison with others at a similar stage in their professional development using the following scale:

5 = Best I Know

4 = Top 5%

3 = Top 20%

2 = Top 50%

1 = Below 50%

U = Unable to Assess

- Analytical thinking
- Quantitative skills
- Written communications
- Oral communications
- Interpersonal and team skills
- Productivity

3. Please provide any additional comments on strengths and/or weaknesses not covered in the above which you feel would be helpful in the selection process.

The application *deadline* is January 5, 1998. **In order for the individual named above to be considered, your letter of reference must be received by Monday, January 5, 1998, as well.** A return envelope is provided for your convenience. Thank you for your assistance. If you have any questions, please call Ms. Ruth Skaggs at 404-639-4087.

Sincerely,

Dennis F. Jarvis, M.P.H., C.H.E.S.
Chief, Public Health Prevention Service
Division of Applied Public Health Training
Epidemiology Program Office