

## Management Certificate for Women (MCW) Application

### Admission Requirements 2014-2015

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Participants should have worked three or more years in either:

- A first line or higher level of management;
- A management or professional position; or
- A position which provides management preparation skills.

#### Tuition fees

The 2014-2015 Management Certificate for Women tuition fees are \$6,500 + HST.

A deposit of \$500 must be submitted with your application. This will be returned if the applicant is not accepted. The balance of \$6,000 +HST is due **August 1, 2014**.

Please make your cheque payable to *Carleton University* and send to: *The Centre for Research and Education on Women and Work (CREWW)*, 803 Dunton Tower, 1125 Colonel By Drive, Ottawa, ON K1S 5B6.

Limited financial assistance may be available through bursaries administered by CREWW. Further information is available from the CREWW office.

### Application Procedure

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Complete the application forms: Carleton University Personal Information Consent Form; a current resumé and personal statement of career objectives.

#### Cancellation and Refund Policy

- Candidates who withdraw after acceptance into the program will forfeit their deposit.
- Cancellations received a minimum of three weeks in advance of the program start date will receive a tuition refund, less deposit.
- Organizations may substitute candidates if notice is provided prior to the program start date.
- No refunds will be offered after the program commences.

#### Session dates

September 12-13, 2014  
October 3- 4  
November 7 -8

December 5- 6  
January 16-17, 2015

February 6-7  
March 6-7

## Management Certificate for Women (MCW) – Application

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In addition to completing this application, applicants will be required to submit a:

- resume including education/training; employment history; volunteer and professional activities;
- personal statement of career objectives;

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Name of applicant (first) (middle) (last)

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Home address Postal Code

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Home telephone Home e-mail

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Name of employing organization

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Employing organization address Postal code

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Applicant's position in employing organization

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Work telephone Work e-mail

**Your current professional position is:**

- Senior Management
- Middle Management
- First line management
- Not yet in management

**Your work experience:**

- # of years in present position \_\_\_\_\_
- # of years in present organization \_\_\_\_\_
- # of years total work experience \_\_\_\_\_
- # of people currently supervised \_\_\_\_\_
- # of years mgmt experience: \_\_\_\_\_

**Your tuition will be paid by:**

- Employer
- Self
- A deposit of \$500.00 is attached (cheque made payable to Carleton University).

**Please return this application package including – application form, career objectives statement, resumé, and deposit to:**

Centre for Research and Education on Women and Work (CREWW)  
803 Dunton Tower  
1125 Colonel By Drive  
Ottawa, ON K1S 5B6  
Tel: 613-520-2650  
[aemilia.jarvis@carleton.ca](mailto:aemilia.jarvis@carleton.ca)

## Carleton University Personal Information Consent

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Pursuant to Section 42 of the Freedom of Information and Protection of Privacy Act (R.S.O. 1990, c.F.31)

I, \_\_\_\_\_ give my consent to the Centre for Research and Education on Women and Work, (CREWW) Carleton University to use my personal information under the terms and conditions noted below.

1. The Management Certificate for Women (MCW) participant information to be used:  
Name; address; telephone; e-mail; employer; job position; photo; brief bio.
  
2. The personal information may be used by the following Carleton University personnel:
  - CREWW Director, Associate Director, Administrator, Faculty
  - Carleton University Alumni Services
  - Management Development Program for Women (MDPW) Alumnae Association
  - Administrative Assistants under the supervision of the Associate Director
  
3. The personal information will be used only to inform MCW participants and the MDPW Alumnae of specific events. Photographs taken throughout the program year may be used for promoting the MCW, however, will not be published without express written permission of the subject in the photo. Complete contact information to be kept on file in the Centre for Research and Education on Women and Work (CREWW) and in the Carleton University Alumni Services office for use exclusively by the staff as outlined above to facilitate contact regarding issues and events regarding the MCW, the MDPW/MCW Alumnae Association and the MDPW Toastmasters Club, as well as the RBC Foundation Women in Management Speakers Series.
  
4. This consent to use my personal information is valid until cancelled by the signatory.

No use of personal information about me beyond the terms described above is permitted without my express written authorization or unless permitted by law. This agreement does not include, or supercede other personal information agreements signed at Carleton University concerning my personal information.

Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_