

APPLICATION FORM
"OUTSTANDING ENLISTED MAN/WOMAN OF THE YEAR"

1. GENERAL INFORMATION

Name (Give Complete Name) _____

Home Address _____

City _____ State _____ Zip _____

Email: _____

Home Phone Number _____ / _____ Work Phone Number _____ / _____

Date of Birth _____ Place of Birth _____

Education:

Name of High School _____ City _____

Date of High School Graduation _____

Post High School Education (Give names of colleges and years attended. Also Degree(s) received and year received) _____

II. EMPLOYMENT INFORMATION

Employer _____

Address _____

City _____ State _____ Zip _____

Job Title _____ Month/Year Started _____

Immediate Supervisor _____

Brief explanation of duties _____

Previous Employer(s) - Within last five years _____

III. NATIONAL GUARD/RESERVE UNIT INFORMATION

Branch of Service _____

Candidate is a member of: (Give official designation of Unit) _____

Address _____

City _____ State _____ Zip _____

Current Rank _____

Current Duties _____

Number of Years that Candidate has been a member of the National Guard/Reserve _____

Previous Active Service Experience (List briefly or attach copy of DD-214 or information from DD-214)

Special Schools Attended (Give name, location and year completed) EXAMPLE: Helicopter Mechanics - Pensacola, FL, 1982

(Use additional sheets if necessary)

IV. COMMUNITY INVOLVEMENT

List Community organizations, groups, etc. with which candidate has been or is currently active:

American Legion Member ? _____ If so, Post Name and Number _____

V. ADDITIONAL INFORMATION

Please attach photocopies of service commendations, awards, decorations, news articles, etc. concerning Military or Civilian activities. PLEASE ATTACH COLOR PHOTO IN UNIFORM TO APPLICATION.

VI. LETTERS OF RECOMMENDATION

Please attach at least two (2) letters of recommendation - one from your Unit **COMMANDING OFFICER**; one from another individual whom you feel knows you well. Also attach a letter from American Legion Post Commander.

VII. APPLICATION

Do you require this application to be returned? YES _____ NO _____

VIII. AMERICAN LEGION POST - Information should be filled out by Post.

This application is submitted by Post _____ of The American Legion located at Address _____

City _____ Zip _____

SIGNATURE (Post Commander or Adjutant) _____

IX. DISTRICT - National Security/Foreign Relations Chairman should fill out this portion.

This Application was reviewed by

National Security/Foreign Relations Chairman for the _____ District.

Date _____

Submitted for Department consideration (DATE) _____

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X. DEPARTMENT COMMITTEE

Acknowledgment Sent (Date) _____

Completed applications should be sent to your District Chairman or to The American Legion, 20 West 12th Street, Room 300A, St. Paul, MN 55155. All applications are due by July 1 of each year. If you have questions, please call 651-291-1800.

RELEASE AUTHORIZATION

"I HEREBY AUTHORIZE RELEASE OF MY THREE MOST RECENT MILITARY EFFICIENCY REPORTS TO THE AMERICAN LEGION. THIS IS IN SUPPORT OF MY NOMINATION AND CONSIDERATION FOR RECOGNITION AS AN OUTSTANDING ARMED FORCES RESERVIST BY THE AMERICAN LEGION. I UNDERSTAND THAT DISCLOSURE IS VOLUNTARY BUT THAT THE INFORMATION WILL BE USED TO EVALUATE MY CANDIDACY FOR RECOGNITION AND FAILURE TO RELEASE THE REPORTS MAY AFFECT MY CANDIDACY. IN CONSIDERATION OF THE FOREGOING PURPOSE, I HEREBY WAIVE ANY AND ALL CLAIMS OR CAUSES OF ACTION IN ANY WAY ARISING FROM THE DISCLOSURE OF THIS INFORMATION."

DATE _____

SIGNATURE _____

FORMAT FOR SUBMITTING APPLICATION

I. COPY OF APPLICATION FORM

II. OUTLINE OF CANDIDATE'S BACKGROUND

A. Brief outline history of individual

1. Name
2. Date joined military
3. Ranks held, dates achieved
4. Duties, MOS held
5. Schools: military/civilian
6. Awards: military/civilian
7. Community involvement

III. PHOTO IN UNIFORM

IV. LETTERS

- A. Commanding Officer/Bn Commander/Platoon Sergeant (at least two)
- B. Letter from Legion Post Commander

V. ENLISTED EVALUATION REPORT

VI. COPIES OF AWARDS RECEIVED OR LETTERS OF COMMENDATION OR THANKS. List awards in outline form, only need photocopies of a few highest awards for show.

VII. COMMUNITY INVOLVEMENT

- A. Attach photocopies of awards received
- B. Letters from individuals for volunteer work

NOTE: This is the format for assembling applications in order to assist the National Security/Foreign Relations Committee in the judging.