



Instructions for Service Academy Application

1. **Application Form** – Complete Application form online, print and attach a wallet-sized photograph. Your formal candidacy is established upon receipt of your completed application by Congressman Gibbs' Ashland Office. Please note that it is the responsibility of each applicant to initiate a pre-candidate file at each academy to which you are seeking a nomination.
2. **Personal Recommendations** – Candidates must submit three (3) personal recommendations. Ask your guidance counselor or high school principal to complete one. Choose two other references, such as a math or science teacher, coach, employer or religious community leader. The personal recommendation form is attached. In lieu of the form you may submit a written letter of recommendation, but the letter must include the information requested on the form. The Academy Selection Board will review only three (3) recommendations. All references should be from non-family members. On a separate sheet, please list your references and include a return address and phone number. See attachment #1.
3. **Academic Transcripts** – The official transcript must be in a sealed envelope with a signature across the seal. If you have already graduated from high school, in a addition to your high school transcript, please provide your college transcript and a current class schedule. Please include a copy of your attendance and disciplinary record. Academy academic requirements are below:
 - GPA: 3.86
 - SAT: 643 (Verbal), 674 (Math)
 - ACT: 30.2 (E), 30.6 (M), 30.5 (R), 29(S) – ACT average can be no lower than 28.33
 - Be in the top 20% of graduating class
4. **Standardized Test Results** – Please include your ACT and/or SAT scores in your application packet. They may appear on your sealed transcript or in a sealed envelope from your guidance counselor.
5. **Candidate Fitness Test** – Please provide a copy of your CFT. Copies may be faxed to my office at 419-207-0655 by academy representatives if you have taken the test at a Summer Seminar. If you did not attend a Summer Seminar, the test may be administered by liaison officers, your high school coach, or physical education teacher. Instructions for completion may be found on academy web sites. See attachment #2.
6. **Deadline** – Completed application packets must be received by Congressman Gibbs' Ashland office by **October 17, 2014**. No exceptions will be made.

Send all required information to:

Congressman Bob Gibbs
ATTN: Rita Heath
110 Cottage Street
Ashland, OH 44805



2013 Service Academy
 Application Form
 Congressman Bob Gibbs
 110 Cottage Street
 Ashland, OH 44804
 419-207-0650

Tape Wallet Size
 Photo Here

PERSONAL INFORMATION

Full Legal Name _____

Last 4 Digits of Social Security # _____

Permanent Address _____

City _____ State _____ 9 Digit Zip Code _____

Email Address _____

Home Phone # _____ Are You a US Citizen? Yes _____ No _____

Date and Place of Birth _____

Names of Parents/Guardians _____

Father/Guardian's Occupation _____ Phone _____

Mother/Guardian's Occupation _____ Phone _____

County or City Where Parents/Guardians Are Registered to Vote _____

Have you ever been charged with or convicted of a felony? Yes _____ No _____

If yes, please explain on a separate sheet of paper.

ACADEMIC INFORMATION

Currently Attending:

High School _____ Jr. College _____ 4-year College _____ Prep School _____

Name of High School _____ Date of Graduation _____

Name of College (if applicable) _____

Name of School Counselor _____

Grade Point Average – weighted _____ unweighted _____ Class Rank _____ of _____

SAT Scores V _____ M _____ W _____ ACT Scores E _____ M _____ R _____ Sc _____

* If you plan to take the 2013 October SAT, your scores will not reach our office in time for consideration.

ACADEMY PREFERENCES

Please rank your academies in order of preference. 1 being the most preferred, 4 being the least preferred. Please do not rank an academy unless you have applied with them or intend to apply with them.

_____ US Air Force Academy _____ US Naval Academy
_____ US Merchant Marine Academy _____ US Military Academy

I am seeking the following additional nominations:

Presidential _____ Vice Presidential _____ Sen. Brown _____ Sen. Portman _____

EXTRACURRICULAR ACTIVITIES AND HONORS

Please Select All Applicable Activities

_____ Boys'/Girls' State	_____ School Band/Chorus
_____ Boys'/Girls' Nation	_____ School Newspaper
_____ Eagles Scout	_____ School Yearbook
_____ Boy Scout/Girl Scout	_____ Junior ROTC Officer
_____ Key Club	_____ Debate Club
_____ National Honor Society	_____ Foreign Language
_____ President/Officer of Class	_____ Hours Worked per Week (after school)
_____ President/Officer of Student Council	_____ Hours Worked per Week (summer)
_____ President/Officer of School Club	_____ Faith Based Organizations
_____ Academic Honors Club	_____ Civic Organizations

Please Fill In Any Applicable Sports and Check Appropriate Participation Level

<u>Athletics</u>	<u>Varsity</u>	<u>JV</u>	<u>Club</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

You are also encouraged to include a list of honors and awards or any other information you feel is pertinent to your application. This should be no longer than two pages.

INTERVIEW SCHEDULE

Interviews with Congressman Gibbs' Academy Nomination Selection Committee will be conducted on November 7, 2014. Please keep this day open for the interview.

ESSAY

Please write an essay of no more than 500 words on your desire to attend a service academy. This is your opportunity to express the level and sincerity of your interest in attending to Congressman Gibbs and the Academy Selection Advisory Committee. Please include it, typed on 8.5"x11" paper, in your mailed application.

SIGNATURE

Please read the following statement before signing the application:

I understand that attending a service academy requires a minimum of five years military service following graduation, and I am committed to that responsibility. I understand by completing the required documents it does not guarantee an interview. I understand that I will not be considered for a nomination if the required documents are incomplete or not received by Congressman Gibbs' Ashland office by the application deadline.

Signature of Applicant

Date

PRE-APPLICATION CHECKLIST:

- ___ Completed and Signed Application Form Packet
- ___ Wallet Size Photo attached to Application Form
- ___ Three Personal recommendation forms or letters
- ___ High School Transcript, College Transcript (if applicable), SAT/ACT Scores, and Discipline Records
- ___ Candidate Fitness Test
- ___ Extra-Curricular Activities Sheet
- ___ All items in checklist mailed together in one packet

The deadline for completed application packets is October 17, 2014. No exceptions will be made. They must be received by 5PM October 17, 2014 at Congressman Gibbs' Ashland office. Completed packets, including all attachments must be mailed to:

Congressman Bob Gibbs
ATTN: Rita Heath
110 Cottage Street
Ashland, OH 44805



Attachment #1 - Personal Recommendation Form

This form is to be completed by a teacher, school counselor/principal, religious leader, community leader, or employer who is familiar with the applicant’s desire to attend a military service academy and his/her relevant qualifications.

To the recommender: The academies provide a college education and training for students to become commissioned officers in the Armed Forces following graduation. The questions below are designed to provide the information necessary to select the best-qualified candidates. By law, all admissions materials must be shown to a student upon request. Each student must submit three (3) personal recommendation forms or letters, along with a complete application packet by October 11, 2013. Please keep this deadline in mind as you return this form to the applicant, along with any additional pages or letters, sealed in an envelope and signed across the flap. Please answer the SPECIFIC QUESTIONS asked on this form, and use additional pages if necessary. You may submit a recommendation letter in lieu of this form, but it should include the general information requested on this form.

1. How long have you known the applicant and in what capacity?
2. Describe the applicant’s talents, strengths and leadership ability.
3. How could this applicant improve in order to rise to the challenges presented by a U.S. service academy?
4. Do you believe the applicant plans to pursue military service as a career? Does he/she possess the maturity to fulfill the commitments and obligations that accompany a service academy education?
5. How does the applicant handle challenging situations and/or failures?
6. Do you know of any personal circumstances that might affect the applicant’s performance at a service academy?

Please select the phrase that best applies to this applicant:

- | | |
|---|--|
| <input type="checkbox"/> The Best (among the best I’ve known) | <input type="checkbox"/> Excellent (has great potential) |
| <input type="checkbox"/> Above Average (stands out in peer group) | <input type="checkbox"/> Fair (has many fine qualities) |

Your Name (Printed) _____ Date _____

Your Signature _____ Title _____

Mailing Address _____

Telephone # _____ Organization _____



Attachment #2 – Candidate Fitness Test

Take this worksheet with you when you complete your Candidate Fitness Test. Have the examiner fill in all the information on the form (and make sure he/she signs and dates the form). Your examiner should be your high school PE teacher or coach. If you are home-schooled you may use your PE teacher (if not your parent), your ROTC instructor (if applicable), or your Military Academy Admissions Liaison Officer. Include this completed form in your application packet, due on October 11, 2013. NO FAMILY MEMBER MAY ADMINISTER THIS EXAMINATION.

1. Basketball Throw: record three attempts to the nearest foot:
1st attempt (in feet) _____
2nd attempt (in feet) _____
3rd attempt (in feet) _____
2. Pull-Ups/Flexed Arm Hang - Men must complete the pull-ups. Women may complete EITHER the pull-ups or flexed arm hang:
Pull-Ups (number completed) _____
Flexed Arm Hang (women only, number of seconds) _____
3. Shuttle Run: Record two attempts to the nearest tenth of a second:
1st attempt (seconds : tenth of seconds) _____ : _____
2nd attempt (seconds : tenth of seconds) _____ : _____
4. Modified Sit-Ups (number completed) _____
5. Push-Ups (number completed) _____
6. One Mile Run (minutes : seconds) _____ : _____

Examiner Information:

Name and Title _____

Phone Number _____

Email Address _____

Remarks (any unusual circumstances) _____

Signature

Date