



## Instructions for Service Academy Application

1. **Application Form** – Complete Application form online, print and attach a 5x7 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. **Recommendation Letters** – Candidates must submit four (4) recommendation letters. Two academic recommendations and two personal recommendations. For the academic letters, one (1) must come from a STEM (science, technology, engineering, mathematics) teacher(s). The other can be from a guidance counselor, or principal, etc. Then choose references such as a coach(s), employer(s) or religious community leader(s) etc. The recommendation form is attached. The Academy Selection Board will review only four (4) recommendations. All references should be from non-family members. See attachment #1.
3. **Academic Transcripts** – The official transcript must be in a sealed envelope. If you have already graduated from high school, in addition to your high school transcript, please provide your college transcript. Academic requirements will differ depending on the Academy. Generally, our academic requirements for applying are:
  - GPA: No minimum
  - SAT: 1100 and above
  - ACT: 23 and above
  - Be in the top 40% of graduating classIf you do not meet these requirements, we still encourage you to apply. Appointments are based on "whole person" evaluations in which take into account more than academics.
4. **Standardized Test Results** – Please include your ACT and/or SAT scores in your application packet. Scores that appear on official high school transcripts are acceptable.
5. **Candidate Fitness Test** – Please provide a copy of your CFT. Copies may be faxed or emailed to my office 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 30, 2020**. No exceptions will be made.

Send all required information to:

Congressman Bob Gibbs  
ATTN: Kyle Brooks  
110 Cottage Street  
Ashland, OH 44805



2020 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 \_\_\_\_\_

Best phone to be reached at \_\_\_\_\_ Are You a US Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

Date of Birth \_\_\_\_\_

Names of Parents/Guardians \_\_\_\_\_

County Where Candidate Resides \_\_\_\_\_

Mailing Address (if different than permanent) \_\_\_\_\_

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 \_\_\_\_\_

## ACADEMY PREFERENCES

Please rank your academies in order of preference. 1 being the most preferred, and 4 being the least preferred. **Please do not rank an academy unless you have applied or intend to apply with them.** Nominations are influenced by this ranking.

\_\_\_\_\_ 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 are TBD due to COVID-19 restrictions. If selected for an interview please be prepared for an in-person interview, zoom/skype interview, or a phone interview. You will be contacted by mail with the interview day(s) and the type of interview that we are allowed to conduct at that time. In any of the formats you will be instructed to call my Ashland Office and will be given a list of interview times to choose from.

## ESSAY

Please write an essay of approximately 500 words on influences in your life and characteristics you possess that will make you successful at a service academy. This is your opportunity to tell your personal story to Congressman Gibbs' and his Academy Selection Review Board on why you should be appointed to an academy. Please include it, **typed**, in your mailed application.

## SIGNATURE

Please read the following statement before signing the application:

I understand that attending a service academy requires military service following graduation, and I am committed to that responsibility. I understand the rigors of attending a service academy and am committed to the standards that come with attending an Academy. I understand by completing the required documents it does not guarantee an interview. If selected for an interview, I understand I am not guaranteed a nomination. I understand that if I receive a nomination, I am not guaranteed an appointment. I understand that to be considered for a nomination all required documents must be complete and received by Congressman Gibbs' Ashland office by the application deadline. I understand and consent that information provided can be used by Congressman Gibbs' for, but not limited to, social media posts, and press releases.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## PRE-APPLICATION CHECKLIST:

\_\_\_ Completed and Signed Application Form Packet

\_\_\_ Wallet Size Photo attached to Application Form

\_\_\_ Four Personal recommendation forms/letters

\_\_\_ High School Transcript, College Transcript (if applicable), SAT/ACT Scores, and Discipline Records

\_\_\_ Candidate Fitness Test

\_\_\_ Extra-Curricular Activities Sheet

The deadline for completed application packets is **October 30, 2020 at 4:00pm** at Congressman Gibbs' Ashland office. No exceptions will be made. Completed packets, including all attachments must be mailed to:

Congressman Bob Gibbs  
ATTN: Kyle Brooks  
110 Cottage Street  
Ashland, OH 44805



### Attachment #1 - 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: U.S. Service 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 four (4) personal recommendation forms **and** letters, along with a complete application packet **by October 30, 2020**. Please keep this deadline in mind as you return this form/letter to the applicant, sealed in an envelope and signed across the flap. Please answer the questions truthfully while submitting the recommendation letter.

1. How long have you known the applicant and in what capacity?
2. Describe the applicant's talents, characteristics, strengths and leadership ability.
3. Does he/she possess the maturity to fulfill the commitments and obligations that accompany a service academy education?
4. How does the applicant handle challenging situations, criticism and/or failures?
5. Can you in good faith recommend the applicant to a Service Academy?

Please select the phrase that best applies to this applicant:

Among some of the best young people I've come to know

Stands out in graduating class or peer group

Has potential, but needs to be pushed to complete tasks

Could work harder, gets by because of talents/intelligence

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 30, 2020. **NO FAMILY MEMBER MAY ADMINISTER THIS EXAMINATION.**

1. Basketball Throw: record three attempts to the nearest foot:  
1<sup>st</sup> attempt (in feet) \_\_\_\_\_  
2<sup>nd</sup> attempt (in feet) \_\_\_\_\_  
3<sup>rd</sup> 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:  
1<sup>st</sup> attempt (seconds : tenth of seconds) \_\_\_\_\_ : \_\_\_\_\_  
2<sup>nd</sup> 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 \_\_\_\_\_