

**Massachusetts Municipal Association – Suffolk University  
Certificate in Local Government  
Leadership & Management**

**Application**

**FOXBOROUGH  
2018-2019 Academic Year**

A completed application must include:

- This application filled out completely and signed by you;
- This application signed by your community's mayor, town administrator, or town manager or, in Boston, by the chief of personnel;
- One written page answering essay question (#3 below); and
- Your most recent resume.

Deadline for applications is **5PM on April 30, 2018.**

Acceptance decisions will be made by June 1, 2018.

Tuition must be paid by July 31, 2018.

Applications should be emailed to [Certificate@mma.org](mailto:Certificate@mma.org).

**First academic class is September 7, 2018.**

**Classes are held at Foxborough Town Hall, 40 South St., Foxborough, 02035**

**Applicant Information:**

Name: \_\_\_\_\_

Community: \_\_\_\_\_

Municipal department: \_\_\_\_\_

Job title: \_\_\_\_\_

Work address: \_\_\_\_\_

Work phone: \_\_\_\_\_

Work email: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Supervisor's phone: \_\_\_\_\_

Supervisor's email: \_\_\_\_\_

**Educational Background:**

High School (name of high school and year graduated):

\_\_\_\_\_

College (name of college, degree earned, and year graduated):

\_\_\_\_\_

Graduate School (name of school, degree earned, and year graduated):

\_\_\_\_\_

**Questions:**

1. Please describe your current job responsibilities:

2. Are you interested in pursuing a graduate degree in public administration or management? Why or why not?

3. On a separate piece of paper, describe why you want to enroll in this graduate level program of study on local government and how you think it will help you meet your professional goals. Please limit your response to one page.

**Assertions:**

By signing below, I acknowledge that I understand that my enrollment in the Certificate Program in Local Government Leadership & Management requires my commitment to attend classes, to pay tuition, to purchase class materials, and to participate fully in the curriculum and work assignments in order to satisfy the requirements of the Program. Further, it is the responsibility of each prospective enrollee to arrange for employer approval of work release time that might be required. It is anticipated that classes will be held on 25 Fridays starting in September 2018 and concluding in May 2019. Six hours of classes will be scheduled for each Friday. Another six hours of preparatory time for each class is typically necessary.

Admission to the program is discretionary and subject to full payment of the tuition in advance.

**Applicant's Signature:**

Applicant's signature and date:

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**Recommendation:**

I recommend this candidate for participation in the MMA-Suffolk University Certificate in Local Government Leadership & Management

Mayor/Town Administrator/Town Manager's signature and date:

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**Application Deadline: April 30, 2018**

Additional information: [www.mma.org/certificate](http://www.mma.org/certificate)  
Contact: Katie McCue at 617-426-7272 ext. 111 or [kmccue@mma.org](mailto:kmccue@mma.org)  
Applications should be emailed to [certificate@mma.org](mailto:certificate@mma.org)