

Application Checklist

____ **1. I have carefully read all instructions included in this application packet and candidate letter.**

____ **2. Completed application (typed)**

____ **3. Typed essay (1-2 pages)**

____ **4. Three (3) recommendations in sealed, signed envelopes**

Ask three adults (at least two must be CHS faculty/staff members) to complete recommendation addressing you in the areas of character, leadership and service. PLEASE provide them an envelope and have them seal it and sign across the seal. You are responsible for obtaining completed recommendation forms and submitting them with your application. (THIS SHOULD BE DONE EARLY!)

____ **5. Obtained all necessary signatures**

____ **6. Application, signatures and recommendations are placed in a manila envelope with your full name written on the outside**

____ **7. Envelope with all required application materials turned in to the main office or to Mrs. Freeman personally by 3:00 pm on Friday, September 15, 2017**

_____signature acknowledging NHS guidelines

_____date of acknowledgment

Submissions arriving later than 3:00 p.m. on Sept. 15, 2017 will not be accepted under any circumstances. If any part of the application packet is missing or late, you will not be considered for acceptance to the NHS.

Please contact Mrs. Freeman dfreeman@litchfieldsd.org if you need assistance.