

RECOMMENDATION LETTERS:

Please identify the names and titles of two individuals who will be writing recommendation letters for you.

Name (Print) _____ Title _____

Name (Print) _____ Title _____

Organizational Sponsorship Agreement (applicable to those seeking sponsorship)

If the candidate is accepted for the MBA-Executive Program, the sponsoring organization understands and agrees to the following:

- **Participant will be released fully from job responsibilities on all class days.**
- **Participant's travel time during the two-year program will be kept to a minimum.**
- **We will pay _____ full _____ partial (____% per year) tuition for our employee.**
- **_____ We cannot make a financial commitment at this time.**

Signature of representative of sponsoring organization _____

Name (please print) _____

Title _____ Date _____

Candidate's Agreement

I understand that I am to attend all regularly scheduled sessions of the Executive MBA Program and that failure to do so may negatively impact my course grades, and/or affect my eligibility to continue in the program. I certify that all statements made in this application for admission to the College of Business and Information Technology of Friends University are correct. I agree to abide by all rules and regulations in force at the university. I understand that any items submitted to Friends University with this application become the property of the College of Business and Information Technology and will not be returned.

Signature of Candidate _____

Name of Candidate (please print) _____ Date _____

Please give a range of annual salary averaged over the past three years. (Include base salary and monetary bonuses, commissions, merit increases etc. \$U.S.)

Between	and	Between	and
_____ 0	25,000	_____ 80,000	100,000
_____ 25,000	35,000	_____ 100,000	150,000
_____ 35,000	45,000	_____ 150,000	250,000
_____ 45,000	60,000	_____ 250,000	400,000
_____ 60,000	80,000	_____ 400,000+	

Number of years of total work experience after graduation from undergraduate school: _____

Number of years you have been in a management position: _____

List any professional memberships or certificates you presently hold (CPA, CLU, Registered Engineer, Real Estate License, etc.): _____

EMPLOYMENT HISTORY:

Beginning with your recent position or activity through the completion of your undergraduate studies, please list below in reverse chronological order all the positions you have held.

<i>Employer's name/ Organization</i>	<i>Industry</i>	<i>Your Title/ Position</i>	<i>Dates</i>		<i>Primary Responsibility</i>
			<i>From</i>	<i>To</i>	

Have you owned or operated a business? Yes No Please describe: _____

EMPLOYMENT DATA:

Company

Name and title of immediate supervisor: _____

Industry or occupational field which is principal concern of your organization: _____

Size of company (number of employees): _____

Is your organization a subsidiary/division? Yes No

If yes, please name the parent company/organization: _____

Job Position

Job title which best describes your position: _____

Please describe your position: _____

Date assumed: _____ Indicate number of people reporting to you. Staff _____ Line _____

RELATED DEGREE INFORMATION:

Please fill out this section if you did NOT receive an undergraduate degree in Business Administration.

Type of Degree Received: _____

Please indicate the following courses you have taken or the work experience you have:

Courses:

- _____ Economics
- _____ Accounting
- _____ Management
- _____ Marketing
- _____ Finance
- _____ Law

Work Experience:

- _____ Economics
- _____ Accounting
- _____ Management
- _____ Marketing
- _____ Finance
- _____ Law

PERSONAL STATEMENTS:

Please return answers to the following questions with your application. Each topic should be typed on a separate sheet of paper.

1. What are your career objectives? Indicate your reasons for seeking admission to Friends University’s MBA-Executive Program, stating specifically how this degree will contribute to attaining your career goals.
2. Describe your greatest accomplishments in a professional context and in personal context.
3. Given your time commitments, how do you plan to fit the MBA-Executive program into your schedule over the next two years? Describe any problems you anticipate in meeting this schedule.
4. Please state any additional information you think may be important in the evaluation of your application. If you feel your credentials and personal statements represent you fairly, you should feel no obligation to write anything more.