



## 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. You must 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. 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. 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 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 14, 2016. No exceptions will be made.

Send all required information to:

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



2016 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 \_\_\_\_\_ Twitter/Instagram Handle (Optional) \_\_\_\_\_

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 2016 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 4<sup>th</sup>, 2016. Please keep this day open for the interview.

## ESSAY

Please write an essay of approximately 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 14, 2016**. No exceptions will be made. They must be received by **4PM October 14, 2016** 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 **and** letters, along with a complete application packet **by October 14, 2016**. 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 SPECIFIC QUESTIONS asked on this form, while submitting the recommendation letter.

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:

The Best (among the best I've known)       Excellent (has great potential)  
 Above Average (stands out in peer group)       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 14, 2016. **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