

Applicant's Name: \_\_\_\_\_

**Scoring Instructions:** Please rank the application with the number that best suits the area/section of the application.

**1** – Overall application/personal statement **incomplete** (3 or more sections/questions/writing prompts unanswered; instructions not followed; late submission (3 or more days past deadline); application neither signed nor dated)

**2** – Overall application/personal statement **somewhat complete** (1 – 2 sections/questions/writing prompts unanswered or inadequately answered); instructions partially followed; late submission (1 – 2 days past deadline); application signed but not dated or dated but not signed

**3** – Overall application/personal statement **complete and thorough** (all sections/questions answered/thoroughly and thoughtfully answers all questions in writing prompt); all instructions followed; submitted before or by deadline; application signed and dated

AREA	RANK	COMMENTS
<i>Overall Application</i>		
<i>Personal Statement</i>		
<i>Signature</i>		
<b>TOTAL POINTS:</b>		<b>FINAL COMMENTS:</b>

Applicant lives in Montgomery County: Yes  No Applicant works for adult ESOL program in Montgomery County: Yes  No Award Approved: Yes  No 

Reviewer's Name: \_\_\_\_\_