**Application form**

Please attach a pp size color photo

**ICCCAD Urban Short Course, 2017**

**On *“Developing future urban leaders from***

***Municipalities in Bangladesh”***

**From 4th June to 8th June, 2017**

**(Date of submission: From 01.04.2017 to 15.05.2017)**

Please complete all the information requested, and email the form to:

**Md. Gazi Mahmud Alam, Officer, ICCCAD at:** mahmudsabuj11@gmail.com

***Do not convert the form to a PDF – submit as an ordinary Word document***

**The number of scholarships is limited, and your answers in the second part of the application are important for the selection process**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Family name** |  | | | | |
| **Given names** |  | | | | |
| **Address** |  | | | |  |
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| **Phone** (with international dial codes) | **Home** | | | |  |
|  | **Office** | | | |  |
|  | **Mobile** | | | |  |
| **Email address(s)** |  | | | | |
|  | | | | | |
| **Country of residence** |  | | | | |
|  |  | | | | |
| **Nationality** |  | | | | |
| **Passport info**  *(international participants only)* | Name as on passport | | | |  |
| Passport no | | | |  |
| Date of issue | | | |  |
| Date of expiry | | | |  |
| **Gender** | Male | | | |  |
|  | Female | | | |  |
| **Date of birth** |  | | | | |
| **Food preference** |  | | | | |
|  | | | | |
| **Please write your full name that you want to see in the certificate** |  | | | | |
|  | | | | | |
| **Employment** | | | | | |
| **Current position (**with name and address of organization**):** |  | | | | |
| Dates: |  | | | |  |
| Describe responsibilities, indicating how they relate to the course | | | | |  |
| **Past positions (give dates)**  add lines if necessary | **Dates** | | | | **Position and responsibilities** |
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| **Education (post school)**  add lines if necessary | **Years** | | | | **Institution** |
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| **Qualifications (with dates and subjects studied)** | | | | | |
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| **Describe your standard of English**  Please note that you will be expected to have a **very high** standard of English in order to benefit from the course.  Use the scale 1 to 5 as follows:  1 – I find it difficult unless people speak slowly  3 – I only have difficulties with certain words  5 – I consider myself fluent | Spoken | | | | **1 2 3 4 5** |
| Written | | | | **1 2 3 4 5** |
| Comprehension | | | | **1 2 3 4 5** |
| Reading | | | | **1 2 3 4 5** |
| Is English your mother tongue? | | | |  |
| Was your university education in English? | | | |  |
| **Do you have a qualification in English (e.g. TOEFL, IELTS)?** | | | | Indicate which exam and give your score |
| ***The information given in the following section will be important in decisions about granting of bursaries*** | | | | | |
| **Describe your organisation, its goal and main activities** |  | | | | |
| What is your position and role within it? |  | | | | |
| **Explain why you want to do this course** |  | | | | |
| What would the benefits be for yourself. |  | | | | |
| Explain in a few sentences how you would be able to make use of the training in your own work, and in what type of activities. |  | | | | |
| How would it help the people you serve in your organisation? |  | | | | |
| **Is your employer paying for your participation?**  **You will be asked to get the relevant officer to confirm that payment will be available** |  | |  | |  |
| If yes, are they paying the full amount? |  | | | |  |
| If not, please indicate what the employer is contributing: | | | | |  |
|  | | | | | |
| **Do you want to request a bursary for financial support?** | **Yes** |  | | |  |
| **No** |  | | |
| Indicate clearly what the bursary is being requested for, and the expected cost | Tuition & accommodation fee | | | |  |
| Travel to Dhaka | | | |  |
|  | | | | | |
| **Do you require a visa to enter Bangladesh?**  **It is your responsibility to find out if you need one, and to ensure that you can apply for one in time and that you have access to a consulate. Your passport needs to be valid for 6 months after the end of the course** | | | | | If you need a visa, confirm that you are able to apply for it in time |
| **How did you hear about this course?** |  | | | | |
| **What other international courses have you attended?** | | | |  | |
| **Declaration**  *I certify that the information given here is accurate to the best of my knowledge. I confirm that either myself, or my employer will be responsible for the costs, or that I have applied for financial support out of necessity because my employer is unable to provide the full costs, or I am currently without an income.*  *I am in good health and have no current illnesses that may affect my ability to travel to and participate fully in the short course. I understand that my health is my responsibility during the course, and that I will have the necessary insurance through my employer. I understand that ICCCAD is not responsible for payment of any medical fees or services during the course.* | | | | | |
| **My name is given here as indication of signature and agreement:** | | | | |  |
| **Date:** | | | | |  |

**N.B. Please note that it is required for participants to have attended the Short Course in its entirety in order to be awarded certificates at the end of the Short Course.**