

Application form for short-term foreign training programmes 2019

1. Details of the Programme/s

Name of programme	Institution	Duration	Preference
01. Capacity Building on Documentary Heritage Preservation and Management Program	Korea International Cooperation Agency (KOICA)	From October 17 until November 6, 2019	
02. Managing Archives. Challenges and chances for the 21 st century archivist	National Archives of the Netherlands	From November 5 until November 14, 2019	

*If you are applying for one programme please tick(√) your preference.

*If you are applying for both programmes please list in rank of preference (1 being the highest rank)

2. Details of the Applicant

- a) Name in full:
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- b) Name with initials:
- b) Designation:
- c) Date of Birth: Age (at 02.09.2019) :
- d) Home address:
- e) N.I.C. No:.....
- f) Telephone No:..... Email:.....

3. Evaluation Sheet

a) Performance level of last 3 years (leave blank if unknown)

Year	Performance level
2016	
2017	
2018	

b) Educational Qualifications (fill in following format in extra sheet if necessary)

i. Master's degree

No.	Title	Effective Date	Institution	Subject

ii. Diploma courses (6 months and above)

No.	Title	Effective Date	Institution	Subject	Duration

ii. Certificate courses (Not less than 03 days)

No.	Title	Effective Date	Institution	Subject	Duration

c) Number of years of service in the public service

< 5 years	
6 - 10 years	
> 10 years	

* Tick (✓) the relevant column.

Date of first appointment to public service:.....

d) Commendations received (Common 230 B Form)

Date	The reason (In short)

e) Total marks:

4. Motivational statement

Submit a 500-word signed statement on a separate sheet on why you should be chosen for the said programme in terms of the relevance to your current work.

5. Declaration of the Candidate

I certify that:

1. The above particulars furnished by me are true and correct
2. I am of good physical and mental health to undertake the training in a foreign country

Date:

Signature of Applicant: