



**REGIONAL CENTER FOR ASIA
INTERNATIONAL INSTITUTE OF RURAL
RECONSTRUCTION**
Y.C. James Yen Center, Silang 4118 Cavite, Philippines
Telefax #: (63-46) 414-3216
Email: Education.Training@iirr.org

Application Form¹

Course Title: _____

Inclusive Dates of the Training:

Start (mm/dd/yyyy) ___/___/____ End (mm/dd/yyyy) ___/___/____

Have you attended any IIRR International Training Course? YES NO

If yes, which course? _____ Date: (mm/yyyy) ___/___/____

A. Statements by applicant

1. Personal data

Title: Mr. Mrs. Ms. Dr. Other _____

Family Name: _____ Given Name _____

Middle Name: _____

Civil Status: Not Married Married Separated/Divorced Other _____

Citizenship _____ Sex: Male Female

Date of Birth (mm/dd/yyyy) ___/___/____ Place of Birth (Country) _____

Religion _____

Passport Number _____ Date of Issuance (mm/dd/yyyy) ___/___/____

Place of Issuance _____ Date of Expiration (mm/dd/yyyy) ___/___/____

2. Academic background

Degree	Institute	Location (Country)	Year Graduated
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¹ Please Read Terms and Conditions at end of Application Document

3. Major or relevant trainings/courses attended

Course Title Dates Training Institution

Course Title	Date (Months & Year)	Name of Training Institution & Country

4. Employment

Name of organization presently working with: _____

Current Position Held: _____ Since When (year) _____

Description of your work, indicating personal responsibilities:

Address of organization:

No. and Name of Street _____

City/Municipality: _____

Province/District: _____

State/Country: _____

Postal Address _____

Telephone Number : _____ Fax Number : _____

Email Address: _____ Website: _____

5. Summary of work experience

Position	No. of Years	Name of Organization

6. Expectations: (Please state why you wish to attend the course, what you see as its practical use and/or list your expectations in terms of specific knowledge and skills you want to acquire.)

7. Language proficiency

Mother Tongue/ Language used at home: _____

Other languages(s) of which you have a working knowledge _____

Proficiency in:

Spoken English Excellent Good Fair Poor

Written English Excellent Good Fair Poor

8. Financial support

Funded by: (Name of Organization) _____

Amount: \$ _____

(Attach a certificate of financial support from the sponsoring agency.)

Address of sponsoring organization: *(If different from the address of the applicant's organization)*

No. and Name of Street _____

City/Municipality: _____

Province/District: _____

State/Country: _____

Postal Address _____

Telephone Number : _____ Fax Number : _____

Email Address: _____ Website: _____

Food allergies/restrictions

I am not allowed/do not eat/limit my intake of the following types of food:

- pork
- beef
- chicken
- other meat products _____
- milk/dairy products _____
- fish

- other seafood _____
- nuts _____
- fruits _____
- vegetables _____
- grains and cereals _____
- softdrinks /carbonated drinks

alcoholic beverages

sweet food

To my best knowledge, all of the information included in this application form and its attachments are true. Enclosed are the following:

Official Nomination Form

Medical Examination Certificate

Certificate of financial Support

Certificate of English Proficiency (only if applicable)

Organizational Chart indicating my position and the number of staff in each unit

9. I learned about this training program from:

A colleague/office mate

My supervisor

My organization's donor/s

A fellow development worker

Name _____

Organization _____

Course Information Material

Brochure from IIRR

Website _____

Newspaper/printed material _____

Other sources _____

Signed: _____

Date of Application (mm/dd/yyyy) ___/___/____

OFFICIAL NOMINATION FORM
(to be filled-up by applicant's employer)

1. Statements by employer

Name of Nominee: _____

Name of nominating official:

Title: Mr. Mrs. Ms. Dr. Other _____

Family Name: _____ GivenName _____

Middle Name: _____

Title or position of nominating official: _____

Postal address: _____

Telephone No. : _____ Fax No: _____

Email address: _____

Official relationship to applicant: _____

After the training, I expect the following from my nominee:

Issues/problems/concerns, which my organization is experiencing in rural development which I would like my candidate to have a clearer understanding of after the training:

I learned about this program from :

- The nominee himself/herself
- A colleague/office mate
- My supervisor
- My organization's donor/s
- A fellow development worker

Name _____

Organization _____

- Course Information Material
 - Brochure from IIRR
 - Website _____
 - Newspaper/printed material _____
- Other sources _____

2. Information about applicant's organization

Scope of operation:

- Operates only within a specific regions/districts of the country
- National scope of operation
- Has other branches/ operating units in other countries

Approximate size of organization's target population: _____

No. of professional staff employed: _____

Approximate annual budget (US\$): _____

Briefly list program and projects: _____

Signed: _____

¹Terms and Conditions

- Confirmation is defined as having submitted the course requirements and having paid the course fees on or before the due dates.
- Explanation of Cost and Related Policies
 - The course fees of US\$2,500/2,200 (depending on course) covers the following:
 - training costs
 - course-related local travel,
 - materials
 - meals and
 - shared, double room (with electric fan) accommodation
 - Single room accommodation (with electric fan) can be requested for an additional fee of US\$10 per day of stay).
 - Single aircon room accommodation an additional of 24\$ per day of stay
 - Shared, double aircon room accommodation an additional of 12\$ per day of stay
 - It does not include international airfare, laundry and incidental expenses (a minimum pocket allowance of US\$100 per week is suggested for incidental and personal expenses).
 - Applicants should immediately pay course fees upon receipt of acceptance letter to confirm and reserve their slot, and should not be later than one month before scheduled date of course
 - IIRR reserves the right to cancel the course, one month before its schedule; unless a minimum of 8 applicants confirmed their participation. Course fees will be refunded fully to the applicants, including the US\$200 registration fee
 - Cancellation of participation by the applicants
 - Refund of 100% of remaining amount of the course fees if cancelled three weeks before the schedule
 - Refund of only 50% of remaining amount of the course fees if cancelled LESS THAN three weeks from the schedule