



APPLICATION FORM FOR THE COURSE

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APPLICATION FORM (Typewritten or Capital Letter)

TITLE OF COURSE :	Date of Commencement:
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1. PERSONAL DATA

Family Name (surname)	Date of Birth Day Month Year
First Name	Nationality (citizenship) :
Other Names	Gender: Male / Female *
City and Country of Birth	Marital Status: Single / Married / Divorced / Widowed *
Passport No:	Religion:

2. COMMUNICATION AND MAILING ADDRESS

Applicant's Office Address:		Applicant's Postal / Home Address:	
		Home Telephone: Country Area Number	
Office Telephone: Country Area Number	Telefax: Country Area Number	E-mail:	
Person to be contacted in case of emergency, name, telephone and address:			

* Delete accordingly

3. EDUCATION (list in order of time, starting with last institution attended)

Name of institution and place of study	Major field of study	Years of study: from - to	Degree/Qualification

4. EMPLOYMENT RECORD

A. Present or most recent post	B. Previous post
Employer:	Employer:
Years of service (from – to):	Years of service (from – to):
Title of your post/position :	Title of your post/position :
Present salary per month (US Dollars):	Salary per month (US Dollars):
Name of supervisor and title:	Name of supervisor and title:
Type of organization: Government / Semi Government / Private / NGO *	Type of organization Government / Semi Government / Private / NGO *
Main functions of organisation:	Main functions of organisation:
Total number of employees:	Total number of employees:

Description of your work including your responsibility:

Please continue on supplementary pages if necessary

** Delete accordingly*

5. REASONS FOR APPLYING THIS COURSE

Please state briefly the reasons for applying and how you hope to benefit from this course.

Please continue on supplementary pages if necessary

Have you participated in any training programme in Malaysia before : YES / NO *

Name of programme

Organiser

Year

Please provide details of the programme if the answer is 'YES'.

* Delete accordingly

6. CERTIFICATION OF ENGLISH LANGUAGE PROFICIENCY

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Mother tongue: _____

Language test administered by : _____

Title : _____

Address : _____

Tel. Number : _____

E mail : _____

Date and signature: _____

All applicants are required to write an essay on their expectation from this course. The essay is to be attached to this form. Essay should not exceed 500 words and must be written in English. Application will NOT be considered without this essay.

7. MEDICAL REPORT (to be completed by an authorised physician using the Medical Report Form provided in Appendix A attached to the Course of Notification Document and to be returned together with the Application Form)

8. DECLARATION

Have you ever been convicted by a Court of Law of any country ? <i>If yes, please give brief details:</i>	Yes / No *
<p>I certify that my statements in answering to the foregoing questions are true, complete and correct to the best of my knowledge and belief.</p> <p>If accepted for a training award, I undertake to:-</p> <ul style="list-style-type: none">(a) Carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the host government in respect of this course of training;(b) Follow the course of study or training, and abide by the rules of the institution in which I undertake to study or train;(c) Refrain from engaging in political activities, or any form of employment for profit or gain;(d) Submit any progress reports which may be prescribed; and(e) Return to my home country promptly upon the completion of my course of study or training. <p>I also fully understand that if I am granted an award it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause determined by the host Government.</p> <p style="text-align: right;">Signature of applicant:</p> <p style="text-align: right;">Name:</p> <p style="text-align: right;">Date:</p>	

9. OFFICIAL DECLARATION (to be completed by the nominating government)

The Government of:	
nominates	
(name of applicant)	
I hereby certify that:	
<ul style="list-style-type: none">(a) all information supplied by the nominee is complete and correct;(b) the nominee had adequate knowledge and was appropriately tested for English Language proficiency.	
Remarks:	
_____ (Name)	_____ (Signature of responsible Government official)
_____ (Designation)	Address of Department / Ministry: _____ _____
Official Seal / Stamp:	Office Telephone number: _____ Office Fax number : _____ E mail: _____
Date: _____	

* Delete accordingly

Please note: This application form must be duly completed and endorsed by the Ministry of Foreign Affairs in your country. INCOMPLETE AND/OR UNENDORSED FORMS CANNOT BE PROCESSED.

NAME :

**PLEASE WRITE AN ESSAY (NOT EXCEEDING 500 WORDS) ABOUT YOUR EXPECTATIONS FROM THIS COURSE.
(Use font Arial 12, double space)**