

Guidelines for Application

- A. Please type in English. **Do not** **handwrite**.
- B. Please **fill in all sections** and **check the appropriate boxes** except for those not applicable to you. **Do not change this Application form and exceed lines stated below.**
- C. Applicant must submit **letter of permission signed by his/her supervisor**.
- D. Applicant must submit latest academic degree certificate.
- E. Applicant may submit a Curriculum Vitae and/or English proficiency test certificate.
- F. Applicant must submit complete application via email to girghgtraining@gmail.com **no later than May 6, 2017.**
- G. Selected candidates will be individually informed of acceptance to the programme **by May 17, 2017**. Upon notification, a **scanned copy of your passport must be submitted to the GIR**. Personal information contained in the Application must be consistent with your passport.

Application forms that do not follow the above guidelines will not be considered for application purposes.

For more information or inquiries, please contact the UNFCCC-GIR-CASTT Programme on Greenhouse Gases at girghgtraining@gmail.com or **+82-2--7004-4580**.

APPLICATION FORM

☐ Please type in the blanks and check the appropriate boxes.

1. Personal Information

1.1 Name : ☐ Mr. ☐ Ms.

(Family) _____ (First) _____

1.2 Birth Date (DD/MM/YYYY) : ____ / ____ / ____

1.3 Personal Contact

(Phone) (with National code) + _____

(Email) _____ @ _____

1.4 Passport Number : ☐ Official ☐ Ordinary _____

1.5 Nationality : _____

2. Professional Information

2.1 Current Profession : _____

2.2 Organization / Title : _____ / _____

(Type of Organization) ☐ Government/ Government-affiliated institute ☐ Consultant

☐ Researcher ☐ Others

2.3 Description of Key Responsibilities and Activities

* Please do not exceed more than 9 lines.

2.4 Relevant Work Experience in the Last 5 years

* Please attach your CV when necessary. (optional)

Duration (MM/YYYY-MM/YYYY)	Position	Organization

3. Educational Background

3.1 Academic Degree

* Please enter the expected day of graduation if you are a student.

** A scanned certificate of the latest degree must be attached to this Application Form.

Degree	Period (MM/YYYY-MM/YYYY)	Name of School	Major

3.2 Relevant Peer-reviewed Papers

ex. If you have any working-level, research papers, and etc. that are relevant to this Programme, please write them in the light of the example below for the citation.

Heaps, C.(2008). An introduction to LEAP. *Stockholm Environment Institute*, 1-16.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

4. Skills

4.1 English Proficiency

* When selecting proficiency, please consider the following elements

: speaking, reading comprehension, listening comprehension, and writing.

** A scanned certificate must be attached to this Application Form.

☐ Native ☐ Fluent ☐ Intermediate ☐ Basic

☐ Score of a test (ex. TOEFL, IELTS and etc.) : _____

Applicants may be subject to an oral English test via phone. Please tick your preferred date and local time.

* Time can be changed depending on the circumstances.

☐ May 9 (Tue) ☐ Morning ☐ Afternoon ☐ Evening

☐ 10 (Wed) ☐ Morning ☐ Afternoon ☐ Evening

☐ 11 (Thu) ☐ Morning ☐ Afternoon ☐ Evening

4.2 Computer Skill

Excel : ☐ Advanced ☐ Intermediate ☐ Basic ☐ Never experienced

Please list additional relevant software applications for which you have technical proficiency

: _____

5. Statement of Purpose

- 5.1 Please describe your reason for applying to this Programme and its relevance to your profession. * Please do not exceed more than 14 lines.

- 5.2 Please describe your expectations for this Programme and your plan to apply skills gained through the Programme after completion. * Please do not exceed more than 14 lines.

- 5.3 Are there any specific subjects or topic you would like to learn during the Programme, and your reasons for inclusion in the curriculum. * Please do not exceed more than 5 lines.

6. Country Information

6.1 In your own words, elaborate your country's GHG inventory & mitigation status, including gaps and challenges.

*** Please do not exceed more than 25 lines.**

Commitment

If selected as a trainee of the UNFCCC-GIR-CASTT Programme on Greenhouse Gases, I agree:

- A. to participate in the full training programme to the best of my capability in accordance with the rules of GIR and Korea;
- B. to refrain from engaging in any political activities or any form of employment for profit or gain while staying in Korea for the programme;
- C. to return to my home country upon completion of the training programme;
- D. not to extend the length of my stay in Korea for personal reasons;
- E. not to bring any family members (dependents) to Korea;
- F. to accept that GIR and UNFCCC are not liable for any damage or loss of my personal property;
- G. to accept that GIR and UNFCCC will not assume any responsibility for illness, injury or death arising from extracurricular activities, willful misconduct or undisclosed pre-existing medical conditions;
- H. to accept that GIR and UNFCCC will not assume any responsibility for any damage or loss arising from extracurricular activities or willful misconduct; and
- I. to cooperate with GIR and the training programme organizers.

I shall be terminated from the programme if the information included in this Application is falsified. I agree to resign from the programme if my participation causes any problem in entering or during my stay in Korea.

I have carefully read and fully commit to the above.

Name: _____

Signature: _____ Date: _____

Letter of Permission

The undersigned hereby officially certifies that the applicant, **[insert Applicant's name here]**, performs work relevant to the UNFCCC-GIR-CASTT Programme on Greenhouse Gases, and grants **[☐ him/☐ her]** permission to be out of the office for the entire duration of the UNFCCC-GIR-CASTT Programme on Greenhouse Gases, 26 June to 20 July 2017 if selected.

Supervisor Information

Name : _____
(First) (Family)

Title : _____

Organization : _____

Signature : _____ Date : _____