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## **Application: 12th Hospital Emergency Preparedness and Response Course (HEPR–12)**

**Time:** 16 – 20 July 2018

**Venue:** Bangkok, Thailand

Please send your completed application form together with a copy of your resume to janette@adpc.net and copy to *yvonette.d@adpc.net* Please write legibly and use black ink.

**Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How did you hear about the course? Please specify options, multiple responses apply:**

 ( ) ADPC website

( ) Online

( ) Email

( ) Other, please specify \_\_\_\_\_\_\_\_\_\_

**1. PERSONAL DETAILS**

**1. Full name** *(to be used in the course certificate)* **2. Title**

 ( ) Mr.

 ( ) Ms.

 ( ) Dr.

 ( ) Other, specify:

**3. Nationality Sex Date of Birth 4. Marital Status**

 ( ) Male (dd/mm/yy) ( ) Single

 ( ) Female ( ) Married

**5. Office Address Telephone Number: 6. Mobile Number:**

 **Fax Number:** **E-mail:**

**7. Home Address** **8. Home Telephone No.:**

**9. Name and address of a person to notify in case of emergency 10. Relationship**

**Telephone Number:**

**11.** **English Language Proficiency** **12. Food Preferences**
 **(E** – Excellent, **G** – Good, **F** – Fair)( ) Vegetarian

####  ( ) Non-vegetarian (Please tick where appropriate.) ( ) Other, specify:

####  Reading Writing Speaking

E G F E G F E G F

( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )

*Please note that the course is delivered in English only. Participants should be fluent in reading and speaking English.*

**2. EDUCATION, RELATED EXPERIENCE, AND CURRENT EMPLOYMENT**

**13. Education** (Start with the last institution attended. Please use an additional sheet or refer to your resume, if necessary.)

Institution Year(s) attended Field of study Degree

 **14. Current employment** (Please attach your resume for more information about your
employment history.)

 **15. Memberships of professional societies** (Please use an additional sheet or indicate
in your resume, if necessary.)

**16. Give a brief description of your present involvement in Hospital Emergency
Preparedness and Response (HEPR) and other emergency management work.\***

**17. Previous hospital and emergency management experience. \***

**18. Special interests in the field of HEPR and emergency management. \***

**19. Previous course(s) on HEPR/emergency management and related subjects attended. \***

1. International courses (Give name[s] of course[s], duration and dates.)
2. Courses in your country

**20. Previous international travel related to training courses, seminars, study tours, etc.\***

**3. OBJECTIVES FOR ATTENDING THE COURSE**

**21. Describe the practical use you will make of this course when returning home in relation to the responsibilities you expect to assume.\***

**4. COURSE PAYMENT**

The standardcourse fee of **US$1,675** covers course tuition, registration fee, training materials, field visit and training kit.

Participants will be responsible for their own travel expenses and arrangements, accommodation, airport transfers, visa application, all meals, health and accident insurance, and other personal expenses.

Discounted accommodation can be arranged by ADPC.

If you are selected to attend the course, the payment should be transferred to ADPC’s account through bank transfer not later than **25 June 2018.** Otherwise, your participation will be cancelled. Please note that personal checks are not accepted as a form of payment.

**Cancellation policy**

If you are unable to attend, a substitute applicant is welcome to attend in your place, provided the participation criteria have been met.

Cancellation of attendance should be notified at least three (3) weeks prior to course commencement; in which case, 15% of the course fee will be deducted for banking charges and administrative costs. No refunds are available for cancellation within three (3) weeks prior to course commencement.

It is also important to note that the course has a requirement for a minimum number of participants. If an insufficient number of applications have been received by 25 June 2018, ADPC reserves the right to cancel the course for the current year. Candidates who have already been accepted will be informed as soon as the decision is taken, and offered a place in the following year if desired.

**Bank details**

If the course fee is to be paid in advance via bank transfer to ADPC’s account or deposited at the time of course registration in cash or cashier’s check/bank draft payable to ADPC, please refer to the below bank details.

**Account Name** Asian Disaster Preparedness Center Foundation

**Account Number** 029-1-11600-0

**Bank Name** Kasikorn Bank

**Bank Address** 1019/18, Phaholyotin road, Samsen Nai, Phayathai, Bangkok 10400, Thailand

**Swift Code** KASITHBK

(Please include participant’s name in the "Originator to Beneficiary Information (OBI)" section of the wire transfer form.)

**Who will pay for the course?**

Sponsor/employer [ ]  I will pay personally [ ]

**How will you or your sponsor/employer pay for the course?**

Via bank transfer [ ]  With cash [ ]

With a cheque [ ]  Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of sponsoring organization:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone *(please include international dialing code):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 5. DECLARATION

I certify the above statements are true and complete to the best of my knowledge. If selected to participate in the course, I commit to:

1. *Inform course organizers within 3 weeks of the start date of the course if I am no longer able to attend.*
2. *Conduct myself at all times in a manner compatible with my status as a representative of my organization and as a participant of ADPC’s course.*
3. *Fully attend all scheduled study activities (provision of a certificate for the course is dependent on full attendance).*
4. *Refrain from political, commercial or any activities other than those covered by the study program.*
5. *Submit reports in accordance with my employer or sponsoring organization's requirement.*
6. *Return to my country of origin at the end of the training course.*
7. *Be fully responsible for any expenses (including medical) not covered as part of the course fee.*

**Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How to apply**

Save the electronic version of this form on your computer, complete your information, save the file and email a copy **together with your resume**to janette@adpc.net and copy to *yvonette.d@adpc.net* Alternatively, if you have received this information in printed form, please return by fax or regular postal mail.

**Application deadline**
Applications should be submitted *as soon as possible* and by ***25 June 2018*** *the latest*. Applications will be accepted on a rolling basis until the course is full. Course organizers will review applications and inform you as soon as possible if you have been accepted to the course. Upon registration and receipt of payment, applicants will receive detailed information concerning pre-arrival preparation.

**For more information, contact:**

Health Risk Management Department

Asian Disaster Preparedness Center

Tel: (66-2) 298-0681

Fax: (66-2) 298-0012

E-mail: janette@adpc.net and copy to yvonette.d@adpc.net

*Thank you very much for your application and ADPC will be in touch with you soon.*