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## **Course Application**

***(Please write legibly and use black ink)***

**Title of Course Applied For:**  **Inter-regional Training Course on**

**Public Health and Emergency Management**

**in Asia and the Pacific (PHEMAP-12)**

**Venue:** **Bangkok, Thailand** **Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Please email your completed application form, together with a copy of your CV to:*

*Janette Lauza-Ugsang email* *janette@adpc.net*

**How did you hear about our courses?**

( ) ADPC website

( ) Online

( ) Email

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION A: Personal details**

**1. FULL NAME** ***(to be used in the course certificate)***  **2. Title**

 ( ) Mr

 ( ) Ms

 ( ) Dr

 ( ) Others, specify \_\_\_\_\_\_

**3. Nationality Sex Date of Birth Age 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 Person to notify in case of emergency 10. Relationship**

**Telephone No.:**

**11.** **English Language Proficiency** **E** – Excellent **G** - Good **F** – Fair  **12. Food Preference**

(Please tick where appropriate)

####  Read Write Speak ( ) Vegetarian

 E G F E G F E G F ( ) Non-vegetarian

( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) Others, specify \_\_\_\_\_\_\_

**Please note that the course is delivered entirely in English and participants will only get full benefit if they are able to understand spoken and written English**

**SECTION B: Education, Related Experiences and Current employment details**

**13. Education (Start with the last institution attended, (please use additional sheet or refer to CV, if necessary)**

Institution Year attended Major Field of study Degree

**14. Employment** (please attached your full Curriculum Vitae [CV])

**15. Membership of Professional Societies (please use additional sheet or indicate in your CV, if necessary)**

**16. Give a brief description of your present involvement in public health and emergency management work \***

**17. Previous public health and emergency management experience \***

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**19. Previous Course(s) on Public Health and Emergency Management and related subjects attended \***

1. International (give name of course(s), duration and dates)
2. In your country

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**SECTION C: Objectives for attending the course**

**21. Describe the practical use you will make of this course on your return home in relation to the responsibilities you expect to assume.**

*\* Please use additional sheet, if necessary*

**SECTION D: Course payment**

**Tuition fees**

The standardcourse fee of **US$2,600** 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 **5 July 2019.** 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 5 July 2019, 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/they pay for the course?**

By bank transfer [ ]  By cash [ ]

By cheque [ ]  Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

### DECLARATION

I certify the above statements are true and complete to the best of my knowledge. If selected to participate 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 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 ***5 July 2019*** *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

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

*The PHEMAP Training Team*