



## APPLICATION FORM

AAU/JU Commissioned Education Program

### ***Certificate in Executive Community Leadership***

*Interested Applicants should complete all parts of the application form in order to be eligible for short listing. All completed forms should be returned by the closing date.*

1. Proposed Program of Study	
<b>PROGRAM APPLIED FOR:</b>	
<b>INTENDED START DATE:</b>	

2. Personal Details		
Applicant Details		
<b>Surname:</b>	<b>First Name:</b>	<b>Title:</b>
<b>Address for Correspondence:</b>		
<b>E-mail Address:</b>		
<b>Telephone (Home):</b>	<b>(Mobile):</b>	
<b>Gender:</b>	<b>Date of Birth:</b>	
	<b>Place of Birth:</b>	
<b>County:</b>	<b>Nationality:</b>	

[Type text]

### 3. Qualification

Current Education Details (If you are at university/college)

Institution Name:

Level of Qualification (eg Undergrad or Postgrad):

Program Title:

Year of Study (eg. 1<sup>st</sup> or 2<sup>nd</sup>):

Month & year of completion:

### Academic History

Please provide an accurate record of your qualifications (most recent first), including your High School before going to university (12 Grade)

Program Title (eg BA Business & Management)	Level e.g. High School/ Degree	Institution e.g. College, University	Year Awarded	Place of Award

### 4. Your Employment

Your Current Employment (if applicable)

Employer's Name:

Industry/Sector:

Address:

Country

Job Title:

Time in Position:

Years [     ]

Months [     ]

[Type text]

Employment History (Two Most Recent)			
Date From	Date To	Employer	Job Title & Role Description

5. Support Information:

Please note that the following information will be used to assist us with short listing of applicants. Please put a tick mark representing your response when answering the following questions.

No.	Question to be answered by the applicant	Yes	No
1	Do you have first degree?		
2	Was your first degree or/and your Master's degree (if applicable) taught and examined in English?		
3	Do you have at least 2 years work experience at managerial level?		
4	Are you currently presiding over managerial position at a legally registered CIVIC organisation?		
5	Do you have support from employer for full participation? Please attach support letter if the answer is yes.		
6	Are you willing to commit, on a voluntary basis, for the full participation of the program and to undertake a range of training and learning activities in accordance to the described program outline?		
7	Are you willing and able to work with the course practical tasks within your own organization during the life span of the program?		
8	Will your <b>EMPLOYER</b> pay the tuition? Please attach support letter if the answer is Yes or show evidence to show your financial capacity to pay if No		
9	Will you join the program if you receive <b>NO scholarship</b> ?		
10	Will you join the program only if you receive <b>scholarship</b> ? Note that admission priority will be given for tuition paying applicants.		

[Type text]

6. Further Information

6.1. What interests you in this program and what would you hope to gain from participation in the program?

6.2. How do you feel your work/organization might benefit from your participation in the program?

6.3. How do you intend to pay your tuition fees?

7. Where did you hear about the ECLP? Put X in the box(es)

- |  |   |
|--|---|
| <input type="checkbox"/> Colleague/Friend  | <input type="checkbox"/> Social Network _____     |
| <input type="checkbox"/> Media Advertising | <input type="checkbox"/> Employer _____           |
| <input type="checkbox"/> Website           | <input type="checkbox"/> College/University _____ |
| <input type="checkbox"/> Event             |   |
| <input type="checkbox"/> Other _____       |   |

8. Reference and Declaration

[Type text]

- 8.1. You are required to ask your referee (your current employer/line manager) to submit a completed reference. See contact details below. The referee form must be submitted with the completed and signed application form to the Project Manager's Office.
- 8.2. Each recommendation must include the completed Reference Form as well as a separate letter from your recommender written and signed on business letterhead stationery.

### 8.3. Declaration

I confirm that the information contained in this form is true, accurate and complete to the best of my knowledge and belief. I understand that any false or misleading statement in this form could lead to revoking of my application.

<b>Signature:</b>
<b>Print Name:</b>
<b>Date:</b>

## 9. Submitting Your Application

Please return the completed application form and reference form to the address below or **PREFERABLY** complete the form in WORD and save it as "your name" and send it by email to cep@aau.edu.et no later than the deadline date (February 1st, 2019)

### Admission Criteria:

- University Degree
- At least two years managerial experience in legally registered **NGO/Civic Society Organization**
- Letter of guarantee from employer (**NGO/Civic Society Organization**) for full participation
- Letter of guarantee for funding
- Passing of entrance exam

### Note:

**Completed Application Form should be returned by the date indicated on the website to the address or email below with following documents enclosed:**

1. The completed application forms with reference
2. CV
3. Copy of University degree
4. Letter of guarantee from employer for full participation
5. Letter of guarantee for funding
6. Receipt for application fee

Executive Community Leadership Program  
Office, 7<sup>th</sup> Floor Room 722 or 6<sup>th</sup> Floor Room 610  
Eshetu Chole Building  
College of Business & Economics  
Addis Ababa University  
Tel: 0910 127605  
Email: [cep@aau.edu.et](mailto:cep@aau.edu.et)

[Type text]

**Note:**

1. **Generous Scholarship may be given based on entrance exam results. However, admission priority will be given to full tuition paying applicants.**
2. **Submission of application will be expected open from first week of January, 2019**
3. **Entrance Exam will be announced**