



**NACSO TRAINING INSTITUTE
APPLICATION FORM**

Name of Course Applied for:

Level of Course:

1. Personal Information

Title:

First

Name (s):

Middle/ Other Names:

Family/ Last Name:

Preferred Name:

Date of Birth:

Sex:

1.1 Position / role in Conservancy:

From which conservancy are you?

What is your current role in the conservancy? Please tick the correct option(s)

Member:

Committee Member:

Staff Member:

Other: Please explain:

1.2 Languages and Proficiency

Please answer with fluent, intermediate, or beginner.

English:

(Oral)

(Written)

(Reading)

1.2.1 Which other languages do you speak?

1.3 Contact Information, Physical Address Location / Street/ Description:

Cellphone:

Email:

Region:

Village / Town / Street/:

1.4 Educational Background:

Highest Gade / Standard achieved/ Level achieved (e.g. Grade 10, Certificate, Diploma, Degree etc.

Year achieved:

1.4.1 Other relevant qualifications or courses obtained / attended:

Name of Course	Year	Institution	Level Achieved

2. Employment / Activities / Involvement Background

List your present place of employment (end date is "Present") and past employment and professional information. If you have not been formally employed any activities that you have been involved in can also be listed

2.1 Name of Employer or Activity 1:

Start Date (Month, Year):

End Date (Month, Year):

Position / Role:

Type of Activity:

2.2 Name of Employer or Activity #2:

Start Date (Month, Year):

End Date (Month, Year):

Position/Role :

Type of Activity:

2.3 Name of Employer or Activity #3:

Start Date (Month, Year):

End Date (Month, Year):

Position/Role :

Type of Activity:

3. Status and Well Being

3.1 Do you consider yourself to have any disability?

Yes / No

If yes, briefly describe / explain:

3.2 Do you consider yourself to be from a marginalized community?

Yes / No

If yes, briefly explain

3.3 Do you have any health condition that you consider important that the Training Institute should be aware of:

Yes / No

If yes, briefly explain (**if you consider confidential you do not have to explain**)

4. Contactable Referees:

Kindly provide two referees who can comment regarding your character. Such two people must not be Conservancy Committee members and must not be related to you.

4.1 Referee 1

Name:

Cell phone:

Position / role in society:

Email:

4.2 Referee 2

Name:

Cell phone:

Position / role in society:

Email:

5. MOTIVATION OF WHY YOU WANT TO ATTEND THE COURSE (kindly attach to the application form a letter of motivation of why you need to be considered for the course. Such a letter must be up to **1000 words**). **Please write clearly or type your letter if possible and include as an attachment)**

6. Access to computer / internet facilities

Will you have access to a reliable internet connection for accessing course materials and streaming live lectures and discussions? **If yes, please explain.**

6.1 How knowledgeable are you about the following platforms?

6.1.1 Zoom Meeting:

Very A fair amount Just a little Not at all

6.1.2 Microsoft Teams:

Very A fair amount Just a little Not at all

6.1.3 WhatsApp

Very A fair amount Just a little Not at all

6.1.4 Streaming through YouTube:

Very A fair amount Just a little Not at all

7. How did you hear about the NACSO Training Institute?

8. Certification I, (name),

I believe that I am eligible to apply to the 'NACSO Training Institute and certify that all information, statements, and documents provided as part of this application are truthful and accurate.

Signature:

Date:

9. Endorsement by the Conservancy Committee¹ **(it is required that all applications be endorsed / supported by at least 3 (three) Conservancy Committee Members)**

¹ Applicants are encouraged to also obtain supporting letters from NACSO Member organizations , other community leaders in their regions , government officials such as Ministry of Environment and Tourism etc.

10. Names of Committee Members and positions / role:

Names of Committee Members	Position	Signature
1.		
2.		
3.		
4.		
5.		

10.1 Brief motivation by the Conservancy Chairperson / Committee why the Candidate(s) must be considered for the course:

The Conservancy Committee is requested to submit a letter of motivation for their candidates to be considered for training. Such a letter should amongst other things also state the candidates in terms priority, 1, 2 and 3. indicating first choice of the conservancy to be trained. Such a letter must explain why the Conservancy believes the candidates are good candidates that will bring benefits to the conservancy.

11. Undertaking by the Conservancy Committee:

We, the Conservancy Committee, hereby undertake to support our candidate(s) as and to provide all necessary support that will enable them to successfully complete their course:

Conservancy Chairperson / Committee Member: On behalf of the Committee

Name:

Position:

Signature:

Date:

Once your application is accepted, all applicants shall be expected to provide the following:

- 1. Copy of Identification (ID / Valid Passport)
- 2. Certificate of Conduct (issued by NAMPOL)
- 3. Proof of payment of commitment fee

For Office Use only:

Application received by:

Date:

Reviewed by (checking compliance and completeness)

1. Is the application completed in full – Yes / No
2. Is the letter of motivation by the applicant attached – Yes / No
3. Is the letter of motivation by the conservancy committee attached – Yes / No
4. Does the motivation letter from the conservancy committee list candidates in the order of priority? Yes / No
5. Has the application been signed by the applicant? Yes / No
6. Has the application been signed by the conservancy committee? Yes / No

Review outcome:

- Accepted
- Rejected
- Put on hold
- Referred back
- Recommended for further evaluation