



10. Education: Give full details in chronological order of the educational institutions you have attended, including apprenticeship and technical training and other specialized courses. List ILO courses, if any. Exclude primary/secondary school if you have a university degree or equivalent. Give the exact name of institution and title of degrees, diplomas, etc.

Name, place and type of institution (such as technical school)	Dates		Certificates, diplomas or degrees and academic distinctions and date obtained	Main field(s) or subject(s) of study
	From	To		

11. Current employment

Exact title of your job:		Date on which you began the job:	Month	Year
Name and address of the employer:		Number and kind of employees supervised by you:		
Description of duties:				

12. If in addition to the duties described above you hold a government appointment, a post in a trade union or employers' organization, a teaching post or other professional activity, please describe your duties briefly:

13. Indicate any other significant activities which you believe should be taken into consideration (e.g. membership in professional, technical or civic associations, NGOs, etc.). Have you published books, articles, etc.?

14. Describe the structure of the department, of the organization or institution in which you are presently employed, including the hierarchical structure, indicating the position which you occupy in it (for officials of trade unions and employers' organizations, describe the structure of your organization, its national and international affiliations, and your position in the organization). You may wish to use an organigram.

15. Former employment: commencing with the most recent, enumerate in reverse chronological order the posts which you have held:

From		To		Job title	Type of duties
Month	Year	Month	Year		

16. Describe briefly the process by which the economic and social development policies in your country are elaborated indicating the role, if any, which your organization plays in the process. If you personally have participated in the process, the part you play should also be indicated.

**IMPORTANT NOTE**

Your responses in sections 17, 18 and 19 of this application form will NOT form part of your candidature's evaluation. They are intended to help in the formulation of the programme of the course, so as to enhance the value of the course for participants.

**17. Areas of special concern**

Please indicate subjects of particular relevance to your work, which you would like to see reflected in the course.

**18. Expectations of the course**

Please state briefly what you expect of the course.

**19. Areas of expertise**

Please list the issue(s) on which you feel you have a particular expertise which you would be prepared to share with fellow participants during the course. Please also suggest a possible form for sharing your knowledge (e.g. lecture, panel discussions, group work, etc.).

20. Have you participated in IILS internship courses in previous years?

Yes

No

The statements made by me in answer to the above questions are true, complete and correct to the best of my knowledge and belief. If selected to participate in the course I agree to attend on a full-time basis and not to engage in any other activities during the period of the course.

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

Signature: \_\_\_\_\_

**CERTIFICATE BY PRESENT EMPLOYER OR SUPERVISOR**

I certify that \_\_\_\_\_ is qualified to contribute to, and to benefit from, a course at the International Institute for Labour Studies, and will be available to attend from \_\_\_\_\_ to \_\_\_\_\_ if he/she is selected. His/her salary will continue to be paid during this period.

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

Signature: \_\_\_\_\_

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