



APPLICATION FORM RNTC TRAINING COURSE

Please fill in this application as fully and clearly as possible.

1 – Application details

Full name (as it appears in your passport):

Country of Work/Residence:

Name of the course for which you are applying:

Course date:

Radio or TV:

Please describe briefly how you heard about this course:

Please indicate how you intend to cover the costs of course fees, travel, accommodation, and living expenses:

Application under the Netherlands Fellowships Programme*

Sponsorship by a third party**

At your own expense

** If you require further information about applications under the Netherlands Fellowships Programme please contact RNTC directly (see contact details on page 8) or enquire at the appropriate Royal Netherlands Embassy or Consular post.*

*** If you are applying as a sponsored candidate, please enclose written confirmation by your intended sponsor.*



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2 - Personal data - Details of where and how you can be contacted

Please ensure that telephone numbers are correct and that they include the international country code and the area code as well as the subscriber number. It is important that they are numbers at which you can be contacted quickly.

Family name*:

First name(s)*:

Sex: M/F

Date of birth:

Place and country of birth:

Nationality:

Mobile telephone number:

Home telephone number:

Work telephone number(s):

Email address:

Pers. URL:

Correspondence address:

Next-of-kin/person to be notified in an emergency:
(Full name, address, telephone number, relationship)

** Please spell your names exactly as they appear in your passport*



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3 – Educational background

Please give details of secondary and where applicable higher education plus any training workshops/courses that you have attended of relevance to your present work.

Secondary education

School	Subjects	Qualification	Location	Dates from/to

Higher education

Institution	Major field of study	Qualification	Location	Dates from/to

Training

Institution	Course/Field of study	Qualification	Location	Dates from/to



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4a – Present employment

Present position/Job title:

Date on which you took up your present position:

Name of employing organisation:

Type of Organisation:

- (semi-) government (national/federal/regional/local),
- corporation, private/commercial (national/regional/local),
- non-governmental or civil society organisation (national/regional/local),
- international organization;
- educational institution, training institution.

Address of employing organisation:

Telephone:

Fax:

Email:

Website:

Description of your work, indicating your personal responsibilities:



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4b – Previous employment (starting with the most recent)

1) Previous position/Job title giving dates and period of employment:

Name of employing organisation:

Description of your work, indicating your personal responsibilities:

2) Previous position/Job title giving dates and period of employment:

Name of employing organisation:

Description of your work, indicating your personal responsibilities:

3) Previous position/Job title giving dates and period of employment:

Name of employing organisation:

Description of your work, indicating your personal responsibilities:



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5 – Other relevant interests/achievements

Membership of relevant professional organisations:

Recent publications/articles in your name (with dates):

Other relevant professional achievements:

6 – Language skills

Proficiency in English is a requirement for participation in RNTC courses. Applications from countries where English is not the official language or the language of education should include a certified statement from a recognised authority establishing proficiency in English (e.g. TOEFL, IELTS, British Council).

Mother tongue:

Command of written and spoken English (RNTC working language):

excellent good fair basic

Other languages in which you have a working knowledge:

7 – Computer skills

During the course participants will work with PC laptops

Experience in using computers:

none some average extensive



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8 – Reasons for wishing to attend this course

All applicants for RNTC courses are expected to include written motivation by themselves and by their employer (if applicable) setting out: the reasons for applying for the course concerned, its relevance to their work and to the work of the organisation, its potential contribution to enhancing the performance and the capacity of both.

Motivation of the applicant:

Motivation of the employer:

Name and position of employer:

Signature and official stamp of employer:

Tel.:

Email:



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9 – Signature and Application requirements

I certify that the statements made by me in answer to the above questions are true, complete and accurate to the best of my knowledge.

Date:

Place:

Signature:

Please ensure that your application has been fully completed (with the relevant signatures) and that you send with it

- ***certified copies/photocopies of educational qualifications listed in Section 3***
- ***a certified statement of proficiency in English from a recognised authority (see Section 6)***
- ***additional reference letters where you think these are relevant***
- ***relevant information about your organisation (booklets, brochures etc.)***
- ***if applicable a letter of confirmation from your intended sponsor***
- ***a recent passport photo***

*Completed applications should be sent directly by post OR by fax OR by email (on condition that the **complete application, including signatures and enclosures, is scanned and sent as an attachment**) to:*

**Radio Nederland Training Centre
Course Applications
P.O. Box 303
1200 AH Hilversum
The Netherlands
Fax: + 31 35 6724531**

- *Applications should reach RNTC before the deadline established for the course concerned (see the course information).*
- *Please note that without RNTC's written confirmation no candidate should assume that he/she has been awarded a place on the course.*
- *Candidates being offered a place on RNTC courses will be required to give proof of physical and mental fitness as a condition for final acceptance.*
- *You can address any queries you have about this application or about the application procedure in general by email, fax or phone to the course secretariat at RNTC:*

**Email: info@rntc.nl
Fax: + 31 35 6724531
Tel.: + 31 35 6724502
Tel.: + 31 35 6724503**

Information about RNTC courses and a copy of this application form are also available on our website:
<http://www.rntc.nl/>