

**WORKING WITH CONFLICT
COURSE
APPLICATION FORM**



APPLICATION FOR COURSE STARTING20....
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Please return completed application forms to Alexandra Moore at RTC. We are happy to receive application forms by fax and email as well as by post.
Responding to Conflict, 1046 Bristol Road, Selly Oak, Birmingham, B29 6LJ, UK
Telephone:(+44+ (0)121 415 5641 / Fax:(+44) (0)121 415 4119 / Email: alex@respond.org / Website: www.respond.org

SECTION 1 : PERSONAL DETAILS
To be completed by the applicant personally

- 1. a. Your full name (as on official documents such as your passport, using BLOCK LETTERS and with the family name/surname underlined):
b. Your formal title for correspondence (eg. Miss/Mrs/Mr/etc.):
c. The name by which you wish to be known, as used by family and friends:

- 2. Date of birth:
- 3. Nationality:

4. Address for correspondence: Please note that RTC will use your email address for most correspondence, unless you state otherwise.	Contact Details: Email: Work / HomeTelephone no: (please include country / city code) Fax no:
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5. Contact details for person to be notified in an emergency:

Name: Address: Telephone no:
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- b. Your relationship to this person:
- 6. Religion, if any:
- 7. Please give information about yourself which you think is relevant.

a. About your health:

b. Any special food requirements: (Please tick)

☐ Any

☐ Vegan

☐ Vegetarian

☐ Kosher

☐ Halal

☐ Other, please specify _____

8. Please tell us how you found out about the course:

Friend/colleague

☐

Newspaper/Magazine

☐

Website

☐

Other

☐

9. If you are accepted, would you want us to book accommodation for you within the Selly Oak Colleges?

10. It is essential that you are able to speak English well enough to participate fully in the course.

How do you assess your own ability in spoken and written English, and in understanding others?

(please tick box as appropriate)

Spoken English:

Fluent ☐

Adequate ☐

Weak ☐

Written English:

Fluent ☐

Adequate ☐

Weak ☐

Understanding Others:

Fluent ☐

Adequate ☐

Weak ☐

If your skills in English need upgrading, could you work on this before the course, and/or would you like to organise English tuition here (at additional cost) before the course starts? _____

Section 2: Referees

Please provide the names, addresses, fax numbers and email addresses of two people supporting your application who we may contact for letters of recommendation. If you work for an organisation, one of these should be a senior member of staff.

Referee 1: Senior staff member within your organisation (if applicable)	Referee 2:
Name: Address:	Name: Address:
Fax no: Email:	Fax no: Email:

Section 3: Education and Employment

1. Please give brief information about any formal education or professional training you have received since the age of eighteen.

Dates	Institution	Subjects	Qualifications

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2. **Please give brief information about the work you have done in the past** (i.e. do not include your present work):

Dates	Employer or employing organisation	Nature of organisation	Your own work and role

3. **Please give information about the work you are doing now:**

- a. Date started:
- b. Employer or employing organisation:
- c. Nature of organisation:
- d. Your position in the organisation:
- e. Your duties in the organisation:

4. If you are involved in a private or voluntary capacity in issues relating to conflict, please give details below:

5. Application forms do not always give an adequate picture of the applicant, please complete a personal statement (up to 500 words) covering all of the following areas. Without this statement we are unable to consider your application.

Please attach your statement to this form.

- a. Which parts of your present work give you the greatest satisfaction?
- b. Which parts of your present work are causing you difficulty?
- c. Which parts of the course prospectus particularly interest you, and why?
- d. How do you expect the course to help you in your future work?
- e. How do you intend to use the knowledge gained from this course?
- f. Any other information about your interests, experience and hopes for the future.

Section 4: Finance

1. If your attendance at the course is to be paid for by your employer or another sponsoring agency, please ask a senior representative to complete this section.

a. What do you hope the applicant would gain by attending the course?

b. Which aspects of the course do you regard as most important for the applicant?

c. Full advance payment of tuition fees and accommodation is normally required a month before the start of a course or module. Cheques are payable to 'Responding to Conflict'. How would you make this payment?

I undertake that, if the applicant is accepted on the course, I will arrange for the payment of the full course and accommodation fees, together with the cost of travelling to and from the course, and ensure that normal personal and family commitments are covered while the applicant is away. I fully support this application.

Name:

Official Position:

Organisation & Address:

Signed:

Date:

2. If you plan to pay for the course or module(s) from your own private resources, please sign your name below without filling in the remaining sections.

Signed: _____

Date: _____