

3 EDUCATIONAL RECORD

Please also include in-service training. Certified copies of all certificates and detailed course records must be enclosed with this application form.

Educational institution	Location	(Major) field of study	Degrees or Diplomas	Years attended from - to	Language of instruction

4 EMPLOYMENT RECORD

Present post

Employing organization:

Address of employing organization:

.....
.....

Year of commencement of employment at the above organization:

Type of organization: (Semi) government (national or federal)

(Semi) government (regional or local)

Non Governmental organization

Private organization

International organization

Educational Institution

Other:

Branch (Sector):

Position:

Description of your work, indicating your personal responsibilities:

.....
.....
.....
.....

Previous post or posts

Name(s) and address(es) of previous employers, including years of service:

1. From: Till:

.....

2. From: Till:

.....

3. From: Till:

.....

Type of organization

Branch (Sector)

Function

1.

.....

2.

.....

3.

.....

Description of your work, indicating your responsibilities:

1.

.....

2.

.....

3.

.....

5 LANGUAGES AND COMPUTER SKILLS

Languages

Mother tongue:

Knowledge of English and any other languages. State whether your skills are excellent, good, fair or basic (or none).

	English	Other:	Other:
Understanding:
Speaking:
Reading:
Writing:

If you have ever taken an English language test (TOEFL, British Council / IELTS or Michigan), please send a copy of the results.

Computers

Computers are heavily used in the ARU-ITC courses and programs. To participants with insufficient computer skills, remedial classes will be offered.

Do you have any experience using the personal computer ?

If any, please state which software packages you are able to use:

Office applications:

GIS software:

Remote sensing software:

Other:

6 MISCELLANEOUS

List membership of professional societies:

.....
.....
.....

List any significant publication written by you, given year of publication:

.....
.....
.....

How did you come to know about this ARU-ITC program?

.....
.....
.....
.....

7 REFERENCES

Name of your director / employer who supports your application and who has completed section 9 below:

8 FINANCIAL SITUATION

Have you applied for a fellowship ? Yes / No

If yes, from which organization ?

If the fellowship for which you have applied is not granted, or if you did not apply for one, who will cover the expenses involved ?

Name of organization:

Address:

I, the undersigned certify that the statements made in answer of the questions above are true, complete and correct. I apply for admission to the ARU-ITC Diploma Course on Geo-Informatics by submitting this form in DUPLICATE with ENCLOSURES to:

*Ardhi University (ARU)
Observation Hill, P.O. Box 35176
Dar es Salaam, Tanzania
c/o Course Coordinator - GFM4*

Date: Place:

Signature:

The following documents are enclosed:

- a. 5 colour photographs, passports size
- b. Certified copies of diplomas, certificates, degrees and course records
- c. Completed reference forms
- d. A copy of the results of an English language test: TOEFL, British Council / IELTS or Michigan (only if you have taken any).

9 PARTICULARS TO BE PROVIDED BY EMPLOYER

I, the undersigned,

Name: Position:
Organization:
Address:
.....

being authorized to supply the following particulars, hereby declare that Mr / Ms
.....

has been granted permission to attend the ARU-ITC Diploma Course on Geo-
Informatics for a period of: months
from: till:

Reasons why this course and specialization are important for the organization:
.....
.....
.....
.....
.....
.....

Specification of future responsibilities of the applicant:
.....
.....
.....

I, the undersigned DO / DO NOT guarantee payment of all expenses involved, specified provisionally in the ARU documentation or an invoice.

If not, please indicate sponsoring person, organization or institution to which an invoice can be sent:
Name:
Address:
.....

Date: Signature and official stamp:
.....

REFERENCE FORM

Confidential

Applicant's name:
Applicant's nationality / country:
has applied for admission to the Diploma Course on Geo-Informatics offered by ARU
and ITC in Dar es Salaam, Tanzania.

In order to help assess the candidate's abilities, we kindly request your assistance in providing information on the points below. These have been formulated for your convenience only; if you prefer not to use this reference form, please feel free to evaluate the candidate in whatever manner you consider most suitable. The information will be treated as strictly confidential.

1. How long and in what capacity have you known the candidate ?

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

2. What is your opinion of the candidate's motivation towards and suitability for a career in the field of Geo-Informatics ?

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

3. Please evaluate the candidate on the qualities listed below (tick the appropriate box). Where possible appraisal should be made in relation to the abilities of employees with the same level of education.

	Excellent (top 10 %)	Above average	Average	Below average	No information
Intellectual capacity					
Capacity for oral expression (in mother tongue)					
Capacity for written expression (in mother tongue)					
Analytical skills					
Capacity to work effectively without close guidance					
Management and collaborative skills					
Emotional maturity and stability					
Proficiency in English					

4. if you care to elaborate on any of your judgments in question 3, or if you wish to add any further information that consider to be relevant, please do so here.

.....

Referee's signature:.....

Date:

Name and position:

Address:

.....

Please send the completed form to:
 Ardhi University (ARU)
 Observation Hill, P.O. Box 35176
 Dar es Salaam, Tanzania
 c/o Course Coordinator - GFM4

or return in a closed envelope to the applicant