



APPLICATION FORM

AAU/JU Commissioned Education Program

Certificate in Executive Community Leadership

Interested Applicants should complete all parts of the application form in order to be eligible for short listing. All completed forms should be returned by the closing date.

1. Proposed Program of Study

PROGRAM APPLIED

FOR:

Executive Community Leadership Program

INTENDED START DATE:

February 2021

2. Personal Details

Applicant Details

Surname:	First Name:	Title:
Address for Correspondence:		
E-mail Address:		
Telephone (Home):	(Mobile):	
Gender:	Date of Birth:	
Residence Address:	Place of Birth:	
Employment Address:	Nationality:	

[Type text]

3. Educational Qualification

Highest Level Achieved (e.g. Undergrad or Post grad):

Degree In:

Graduated From (Name of Institution):

Month & year of completion:

Academic History

Please provide an accurate record of your qualifications (most recent first)

Program Title (e.g. BA in Management)	Institution	Year Awarded	Place of Award
Highest Level			
Second Highest Level			

4. Your Employment

Your Current Employment (if applicable)

Employer's Name:

Industry/Sector:

Address:

Country

Job Title:

Time in Position:

Years []

Months []

[Type text]

Employment History (Two Most Recent)			
Date From	Date To	Employer	Job Title & Role Description

5. Support Information:

Please note that the following information will assist us in short listing of applicants.

Please put a tick mark representing your response when answering the following questions.

No.	Question to be answered by the applicant	Yes	No
1	Do you have first degree?		
2	Was your first degree or/and your Master's degree (if applicable) taught and examined in English?		
3	Do you have at least 2 years' work experience at managerial level?		
4	Are you currently presiding over managerial position at a legally registered CIVIC organisation?		
5	Do you have support from employer for full participation? Please attach support letter if the answer is yes.		
6	Are you willing to commit, on a voluntary basis, for the full participation of the program and to undertake a range of training and learning activities in accordance to the described program outline?		
7	Are you willing and able to work with the course practical tasks within your own organization during the life span of the program?		
8	Will your EMPLOYER pay the tuition? Please attach support letter if the answer is Yes		
9	Will YOU pay tuition if your employer doesn't?		
10	Will you join the program if you receive NO scholarship ?		
11	If you don't get a scholarship, what will you do? Note that admission priority will be given for tuition paying applicants.		
	a. You will not join the program		
	b. You will still join the program		

[Type text]

8. Reference and Declaration

- 8.1. You are required to ask your referee (your current employer/line manager) to submit a letter of support. See contact details below. The referee form must be submitted with the completed and signed application form to the Project Manager's Office.
- 8.2. Each recommendation must include the completed Reference Form as well as a separate letter from your recommender written and signed on business letterhead stationery.

8.3. Declaration

I confirm that the information contained in this form is true, accurate and complete to the best of my knowledge and belief. I understand that any false or misleading statement in this form could lead to revoking of my application.

Signature:
Print Name:
Date:

9. Submitting Your Application

Please return the completed application form and reference form to the address below or **PREFERABLY** complete the form in WORD and save it as "your name" and send it by email to cep@aau.edu.et no later than the deadline date (January 02, 2020)

Admission Criteria:

- University Degree
- At least two years managerial experience in legally registered **NGO/Civic Society Organization**
- Letter of guarantee from employer (**NGO/Civic Society Organization**) for full participation
- Letter of guarantee for funding
- Passing of entrance exam

Note: Completed Application Form should be returned by the date indicated on the website to the address or email below with following documents enclosed:

1. The completed application forms with reference and two recent passport size photographs
2. CV
3. Copy of University degree
4. Letter of guarantee from employer for full participation
5. Letter of guarantee for funding (Employer or Self)
6. Receipt for application fee (Birr 200.00)

Executive Community Leadership Program
Office, 7th Floor Room No. 707, 722 or 6th Floor Room No. 610
Eshetu Chole Building
College of Business & Economics
Addis Ababa University
Tel: 0910 127605
Email: cep@aau.edu.et