**2x2 – ID PHOTO**

**INSTRUCTIONS:**

* Please read the whole document carefully before answering each question.
* Fill in all the required information.
* Use **√** to fill in the check boxes.
* Do not leave any item blank. If item is not applicable, indicate “N/A”.
* PLEASE TYPE VERY CLEARLY.

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| **NAME: (Last Name) (First Name) (Ext. Name, i.e. Jr, Sr, if any) (Middle Name)**  |
| **A. FACTS OF BIRTH *(required)*** |
| AGE | DATE OF BIRTH (mm/dd/yyyy) | SEX Male Female | PLACE OF BIRTH (City/Municipality) (Province) (Country) |
| ETHNICITY | RELIGION |
| **B. CURRENT DEMOGRAPHIC DATA *(required)*** |
| PERMANENT/MAILING ADDRESS (Room/Floor/Unit No. /Bldg. Name) (House/Lot/Block/Phase No.) (Street Name) (Subdivision) |
|  (Barangay) (City/Municipality) (Province) (Country) | ZIP CODE |
| HEIGHT (Meters) | WEIGHT (kg) | CIVIL STATUSSingle Married Widowed Legally Separated Annulled Other\_\_\_\_\_\_\_  |
| MOBILE NUMBER  | TELEPHONE NUMBER/S (include Area Code) | E-MAIL ADDRESS |
| CONTACT PERSONSIN CASE OF EMERGENCY | NAME:RELATIONSHIP: | ADDRESS:TELEPHONE / MOBILE NUMBER:  |
| NAME:RELATIONSHIP: | ADDRESS:TELEPHONE /MOBILR NUMBER:  |
| PASSPORT EXPIRY DATE: (Day) (Month) (Year) *(NOT BEFORE JANUARY 1, 2019)*  |
| **C. EDUCATIONAL BACKGROUND *(required)*** |
| LEVEL OF EDUCATION | COURSE / DEGREE TITLE | NAME OF SCHOOL & ADDRESS(City/Municipality & Province) | IF NOT GRADUATED | IF GRADUATED |
| YEAR OF LAST ATTENDANCE | HIGHEST GRADE / LEVEL / UNITS EARNED | YEAR GRADUATED | ACADEMIC HONORS RECEIVED |
| DOCTORATE |  |  |  |  |  |  |
| MASTER’S |  |  |  |  |  |  |
| COLLEGE |  |  |  |  |  |  |
| HIGH SCHOOL |  |  |  |  |  |  |
| ELEMENTARY |  |  |  |  |  |  |
| **D. INFORMATION ON EXAMINATIONS PASSED / CIVIL SERVICE ELIGIBILITY *(if any)*** |
| TITLE OF EXAMINATION PASSED /TITLE OF ELIGIBILITY GRANTED | RATING OBTAINED (%) | DATE OF EXAMINATION /DATE ELIGIBILITY GRANTED(mm/dd/yyyy) | PLACE OF EXAMINATION |
|  |  |  |  |
|  |  |  |  |
| **E. PRESENT AFFILIATION AND CURRENT POSITION *(if any)*** |
| AFFILIATED ORGANIZATION |  |
| DEPARTMENT / DIVISION |  |
| CURRENT POSITION |  |
| DATE OF EMPLOYMENT BYAFFILIATED ORGANIZATION  | Day | Month | Year | DATE OF ASSIGNMENT TO THE CURRENT POSITION | Day | Month | Year |
|  |  |  |  |  |  |
| **F. TYPE OF ORGANIZATION *(if any)*** |
|  National Government |  Local Government |  Public Enterprise  |
|  Private  |  Non-government / Private |  University |
|  Other |

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| **G. OUTLINE OF YOUR CURRENT DUTIES *(if any)*** |
|  |
| **H. CAREER RECORD AFTER GRADUATION *(if any)*** |
| ORGANIZATION | PERIOD | POSITION OR TITLE | BRIEF JOB DESCRIPTION |
| FROM(mm/yyyy) | TO(mm/yyyy) |
|  |  |  |  |  |
|  |  |  |  |  |
| **I. TRAINING OR STUDY IN FOREIGN COUNTRIES *(if any)*** |
| INSTITUTION | COUNTRY | PERIOD | FIELD OF STUDY / PROGRAM TITLE |
| FROM(mm/yyyy) | TO(mm/yyyy) |
|  |  |  |  |  |
|  |  |  |  |  |
| **J. LANGUAGE PROFICIENCY *(required)*** |
| 1) ENGLISH | Listening | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
|  | Speaking | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
|  | Reading | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
|  | Writing | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
| 2) MOTHER TONGUE |    |  |  |  |  |
| 3) OTHER LANGUAGES | ( ) | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
|  | ( ) | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
|  | ( ) | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |

*Excellent:* Refined fluency skills and topic-controlled discussions, debates and presentation. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effects and argumentative essays.

*Good:* Conversational accuracy and fluency in a wide range of situations: discussions, short presentations and interviews. Compound complex sentences. Extended essay formation.

*Fair:* Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences and expanded paragraph formation.

*Poor:* Simple conversation level, such as self-introduction, brief question and answer using the present and past tenses.

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| **K. EXPECTATION ON THE APPLIED TRAINING (MOST IMPORTANT INFORMATION FOR PRIMARY SELECTION)** |
| 1. PERSONAL GOAL:  | Describe what you intend to achieve in the applied training. *(required)* |
|  |
| 2. AREA OF INTEREST: | Describe your subject of particular interest with reference to the contents of the applied training. *(required)* |
|  |
| 3. RELEVANT EXPERIENCE: | Describe your previous vocational experiences which are highly relevant in the themes of the applied trainings. *(if any)* |
|  |
| **L. REFERENCES: *(required)*** |
| NAME | COMPANY NAME & POSITION | ADDRESS | CONTACT NUMBER(S) &E-MAIL ADDRESS |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

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| **M. DECLARATION: (*required*)** |

**I, , declare that the statements I made in this form are true and correct to the best of my knowledge.**

**If selected for the trainings, either in Davao Selective Seminar or/and in Hiroshima Essential Trainings, I agree:**

 **I.** Not to bring or invite any member of my family.

 **II.** To carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the trainings.

 **III.** To follow the trainings, and abide by the rules of the institution or establishment that implements the project.

 **IV.** To refrain from engaging in political activity or any form of employment for profit or gain.

 **V**. To return to my home/country at the end of the trainings in Davao City or in Japan on the designated flight schedule arranged by Hiroshima University.

 **VI.**  To discontinue the training if JICA and/or Hiroshima University agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.

 **VII**. To consent to waive exercise of my copyright holder’s rights for documents or products that are produced during the course of the project, against duplication and/or translation by Hiroshima University, as long as they are used for the purposes of the project.

**VIII.** To approve the privacy policy and the copyright policy below:

 *Privacy Policy*

1. Scope of Use:

Any information used for identifying individuals that is acquired by JICA or Hiroshima University will be stored, used, or analyzed only within the scope of JICA or Hiroshima University activities. JICA and Hiroshima University reserve the right to use such identifying information and other materials in accordance with provision of this privacy policy.

1. Limitations on Use and Provision:

JICA or Hiroshima University shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

1. In cases of legally mandated disclosure request;
2. In cases in which the provided of the information grants permission for its disclosure to a third party;
3. In cases in which JICA or Hiroshima University commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.
4. Security Notice:

JICA and Hiroshima University take measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

 *Copyrights Policy*

 Participants of the Training are requested to comply with the following copyrights policy;

Article 1. Compliance matters with participants’ drafting of documents (various reports, actions plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1) Any content of the documents and presentations shall be created by themselves in principle.

2) Comply with the following matters, if you, over the limit of quotation, have to use a third person’s work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

1. Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
2. Secure evidential material that proves the grant of the license and specifies the scope of the license.
3. Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with the third person about the consideration for granting the license and the procedure for paying the consideration.

 Article 2. Details of use of works used for training

1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party’s work is used shall belong to the third party.

2) When using texts, supplementary educational materials and other materials distributed for the Hiroshima University training courses, participants shall comply with the purposes and scopes approved by each copyright holder.

**IX**. To observe Japanese laws and ordinances during my stay, if I violate Japanese laws and ordinances, I will return the total amount or a part of the expenditure required for the training depending on the extent of the violation.

**X.** To understand that either JICA or Hiroshima University does not assure issuance of Japan entry visa even after deciding to accept me. I understand the Embassy of Japan will decide it according to necessary formalities upon the submission of visa application from each participant.

**XI.** I have no objection to dismissal resulted from my failure to bring all necessary documents to the Davao Selective Seminar from 11 to 13 May 2018. In that case, transportation fees on my way back home shall not be paid by the organizer.

Subscribed and sworn to before me this \_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_\_.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Applicant

If any difficulties to give a signature in electronic form, put ‘sgd’ to indicate your consent and give a signature in person on your arrival at Davao Selective Seminar

 By checking this box, I agree with all of the above statement.

Deadline for the submission of documents: **Friday, March 30, 2018**

**Documents to be submitted:**

* Application Form (NOT MORE THAN 3 PAGES)
* Copy of College level or higher degree certificate (listed in **C. EDUCATIONAL BACKGROUND**). No other certificate shall be accepted.
* Photocopy of the Passport (valid until January 1, 2019, or later)