

APPLICATION - Kyrgyz Women's Leadership Development & NGO

Capacity-building

Sponsored by:

LEGACY INTERNATIONAL (a U.S. NGO)

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Bedford, VA, 24523 U.S.A.

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**Funding from the Bureau of Educational and Cultural Affairs of the
UNITED STATES DEPARTMENT OF STATE**

**PHOTO
REQUIRED**

Answer all the questions in the application. *Type or use block letters.* You may write in Russian or English. Make three copies of the completed application. Submit the original plus one copy. Keep the third copy for your records.

- Please attach a resume if you have one.
- Use additional paper to answer any questions if necessary.
- Detailed and complete applications will only be considered.

Please check as many categories as apply to your professional experience:

NGO

Academic

Government

University

Business

I. GENERAL INFORMATION

Last name _____ First name _____

Patronymic _____ Date of birth _____

(Day / month / year)

Place of birth: City _____ Country _____

Citizenship _____ Marital Status: _____ Gender: _____

Home address: _____

(Index, city, street, building)

Home telephone: _____

(Include city code)

Place of employment: _____

Work address: _____

(Index, city, street, building)

Work telephone: _____ Fax: _____

(Include city code)

Private e-mail address: _____ Business e-mail address: _____

Preferred e-mail address: _____

Preferred mailing address: _____

II. PROFESSIONAL INFORMATION (*please comment on your current position.*)

Name of organization or agency _____

Position _____ Department _____

How long have you worked at this position? _____

1. What is the mission of your organization or institution? What services does it provide?

2. Whom does it serve? Describe the types of people, approximate numbers, and geographic region(s).

3. Please describe your responsibilities. Please include the number of persons who report to you directly, and the name and title of your supervisor. Additionally, describe the major function of your department or division within the agency/organization.

4. What do you think you lack in experience and would like to gain through this program? (check all what applies)

- Planning Organizational Development Fundraising and Public Relations
 Project Planning and Implementation Proposal Writing Community Development

5. Briefly describe the hierarchy of the organization/agency. If it is a part of a larger agency/organization, please note.

6. Indicate the number of each, in your organization:

hired staff _____ volunteers _____ full time staff _____ part time staff _____
management & professional staff _____ clerical staff _____

7. What are the organization's funding sources?

8. What are some of the major problems/challenges that you face in your work as they relate to women's leadership development and NGO capacity-building?

Provide detailed examples of any of your accomplishments in the areas women's leadership development and NGO capacity-building? (Use additional pages as necessary.)

If you have worked for this organization less than five years, please respond regarding other employment during this timeframe, e.g. name of organization, your position, department, length of time at this job, and questions 1, 2, and 3 above. (Please use additional paper as needed)

9. What are your personal goals for professional development and activities in the next five years?

10. What makes you a good candidate for this program?

11. What skills and experiences do you wish to gain in the United States, and how do you plan on applying these to the benefit of your agency/organization in your country?

12. If selected, upon return to your country, you will be responsible for one media event or in-person presentation to colleagues, and in addition, you may apply for a mini-grant. How many persons can you potentially bring together as an audience for the required presentation? How many persons can you potentially bring together as an audience for the optional project? _____

13. (If NGO only) Is your organization registered with the government? _____ Date registered _____

14. What other organizations, or government agencies does your agency/organization currently work with?

III. EMPLOYMENT EXPERIENCE

Dates	Place of employment	City	Position	Responsibilities (be specific)

IV. EDUCATIONAL BACKGROUND

Dates	Institute/University	Major Subject	Degree/date received

V. RECOMMENDATIONS

Please include one professional recommendation from someone who is not related to you.

VI. PERSONAL INFORMATION

1. List previous travel abroad (attach additional pages as needed):

Country	Dates	Sponsor	Purpose

2. Are you a volunteer or actively involved in other groups or organizations? _____ If so, please name and describe what these organizations are, and what you do.

VII. PASSPORT INFORMATION

1. Do you have an external passport? _____

If “yes”: Series/Number _____ Expiration date _____

Name as it appears in your passport (Format: Last, First, Middle):

2. Have you ever applied for a U.S. Visa? _____ If “yes”, when/where _____

Were you granted a U.S. visa? _____ If so, what type? _____

CERTIFICATION: I testify that the information submitted in this application is complete and accurate. I understand that providing false information on this application or during the interview will automatically disqualify me from participation in the **Women’s Leadership Development & NGO Capacity-building** program. If selected, I agree to comply with all regulations of the program and all local and national laws of the U.S.

I declare my intent to return to my home country at the end of my U.S. based program. I understand that the U.S. visa obtained in connection with my participation is valid as specified in the visa and is not valid for employment in the United States. I understand that returning to my country for at least two years at the end of my U.S. program is a condition of my participation. I understand that my spouse or children may not accompany me.

Date: _____

Signature: _____