



APPLICATION FORM

Please complete the application form in English only and send it to
f'Vuŕh`U4 fYgdUk YV"Yi and to your respective Liaison Officer

Only applications which are received at both addresses will be taken into consideration.

Developing HR Strategies

In Public Administration Institutions – Recruitment And Retention Strategies and Workforce Plans

2+-2- May 2014, Danilovgrad (Montenegro)

Surname (as in passport):			Title:
First name (as in passport):			M F
Current position:			
No of years of experience in the post:			
No of years of work experience in related event topic (including the above post) :			
Organisation:			
Department:			
Work address (Street and No):			
Postal code & town:			
ReSPA member countries Country (please highlight the country)	Albania Bosnia and Herzegovina Croatia	Macedonia Montenegro Serbia	
Other:	*Kosovo <input type="checkbox"/> <i>* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ opinion on the Kosovo declaration of independence</i>		
Tel. no. with country code (work) :		Mobile phone no	
E-mail address:			
PASSPORT DETAILS			
Passport/ID number:			

Date of birth:		
LANGUAGE SKILLS		
English language skills	basic Interpretation required	intermediate / advanced Interpretation not required
RELEVANCE OF PARTICIPATION		
<p>Job duties related to the topic - Summarize your duties as they relate to the subject of the event. Please note that the application will not be processed without adequate description of current duties. IMPORTANT: Please read the course description and qualifications to ensure that you are eligible for the course that you are applying for. Please confine your description to this space.</p>		
<p>Motivation (up to 150 words) Please explain what motivates you to apply for this training/seminar. How will this training contribute to your performance and institutional needs?</p>		
FOLLOW UP - MONITORING AND EVALUATION		
<p>On completion of the training, as a part of its ongoing process of monitoring and evaluation of the impact assessment of its activities, ReSPA will contact all its participants in order to obtain information on the follow up activities undertaken by the participants.</p>		
IDEAS FOR FOLLOW UP ACTIVITIES		

Please explain how you plan to share and apply the knowledge/skills gained at the training when you return to your work post. *(Please circle any of the options below or add new planned activities.)*

	Dissemination of the presentations received during the training to the coworkers.	Please specify the No of coworkers _____
	Writing of the report from the training and its distribution among coworkers.	Please specify the No of coworkers _____
	Conducting the presentation to the coworkers in an organised meeting	Please specify the No of coworkers _____
	Other planned activities, please explain.	Please specify the number if relevant _____

SELECTION CRITERIA

Please note that the following criteria will be taken into consideration for the selection of the participants:

- Number of years of work experience in the relevant topic
- Relevance of institution from which the participant is coming from
- Seniority level
- Job duties related to the topic
- Motivation for participation
- Follow up activities upon the participants return to the work post, as a basis for M&E

Detailed information on the target group can be found in the Programme of the event.

All candidates will receive written reply on the success of their application.