**SAMPLE APPLICATION FORM TO ATTEND A LEARNING EVENT**

**Learning initiative:**

**Title:**

**Learning objectives:**

**Delivery format:**

**Timelines:**

1. **General information**

**Applicant’s Name:**

**Contact address:**

**Age:**

**Gender:**

**Highest education level:**

**Job function:**

**Organization:**

**Country:**

1. **Work-related information**
2. To which technical area are your current work responsibilities related?----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
3. How would you rate your knowledge and skills in relation to (subject matter area) (**1**=no knowledge/skills; **2**= some knowledge/skills; **3=** medium knowledge/skills; **4**= good knowledge/skills; **5**= excellent knowledge/skills) -----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
4. What are your perceived strengths and weaknesses in doing your work? --------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
5. What major constraints do you encounter in your job or in your work setting?-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
6. What knowledge, skills or other benefits would you most like to gain from the learning initiative? Please be as specific as possible. ---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
7. How do you expect to use what you have learned once you return to your workplace? -----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
8. What support do you expect to receive from your organization/institution to help you implement your new learning? --------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
9. Are you willing to dedicate time to preparatory activities and follow-up work before and after the initiative? Yes/No/Comments-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Thank you!**