

TRAINING APPLICATION

(Clearly type or print please)

ATTACH
PHOTO
HERE
(Smile Please)

BIOGRAPHICAL DATA

Given (First) Name: _____

Family (Last) Name: _____

Mailing Address: (House Number) _____ Street _____

Apartment No. _____ City _____

Province/Region _____ Postal Code _____

Country _____

Home Telephone: Country Code _____ City Code _____ Number _____

Work #: _____ Fax #: _____

E-Mail Address: _____

Sex: _____ Date of Birth: ____ / ____ / ____ Age: _____

M/F

Month / Day / Year

Birth City: _____ Province/Region: _____ Country: _____

Citizenship: _____ International Driver's License (circle one): **yes** **no**

Marital Status, Name of Spouse: _____

Children's Ages and Sexes: _____

EMPLOYMENT HISTORY

Summary

Profession _____

Field of experience, main achievements _____

Professional/Technical Skills _____

1. Present Job:

Employer: Company name: _____

Company location: City _____ Country: _____

Title/Position: _____

Dates Employed (Month, year) From: _____ To: _____

Responsibilities *(Please use words from the list: acted, administered, advised, analyzed, assisted, collected, conducted, controlled, created, designed, developed, directed, edited, installed, led, maintained, managed, negotiated, organized, prepared, provided, reported, researched, scheduled, supervised, taught, trained, wrote):*

1) _____

2) _____

3) _____

Technical Skills *(computer skills (hardware, software, languages, applications), office equipment, technologies, etc.):*

1) _____

2) _____

3) _____

Achievements *(Please use words from the list: achieved, changed, decreased, demonstrated, eliminated, established, expanded, helped, implemented, improved, initiated, installed, organized, produced, raised, reduced):*

1) _____

2) _____

3) _____

2. Previous Job:

Employer: Company name: _____

Company location: City _____ Country: _____

Title/Position: _____

Dates Employed (Month, year) From: _____ To: _____

Responsibilities:

1) _____

2) _____

3) _____

Technical Skills:

- 1) _____
- 2) _____
- 3) _____

Achievements:

- 1) _____
- 2) _____
- 3) _____

3. Previous Jobs:

Employer: Company name: _____

Company location: City _____ Country: _____

Title/Position: _____

Dates Employed (Month, year) From: _____ To: _____

Responsibilities:

- 1) _____
- 2) _____
- 3) _____

Technical Skills:

- 1) _____
- 2) _____
- 3) _____

Achievements:

- 1) _____
- 2) _____
- 3) _____

EDUCATION**1. Last institution attended:**

Institution name: _____

Location: City _____ Country: _____

Degree received: _____

Dates of attendance: _____

Specialization: _____

2. Other institution attended: _____

Institution name: _____

Location: City _____ Country: _____

Degree received: _____

Dates of attendance: _____

Specialization: _____

3. Other important professional training: _____

AWARDS AND HONORS:

ACTIVITIES, HOBBIES (sports, art, or leadership)

LANGUAGE ABILITY

English Proficiency: _____ Poor _____ Fair _____ Good _____ Excellent

Tests for English (TOEFL) taken? _____ Yes _____ No _____ Score _____ Date _____

Other Languages (Please include native languages) _____

HEALTH

Do you have any serious illnesses or disabilities? _____ Yes _____ No If yes, please describe: _____

PREVIOUS FOREIGN TRAVEL or RESIDENCE

Country _____ Dates of visit _____

Reason for visit _____

Country _____ Dates of visit _____

Reason for visit _____

Have you traveled to the U.S.A.? **yes no** Reason for visit? _____

PREFERRED U.S. PLACEMENT ASSIGNMENTS

Length of internship program desired _____ months

1. Specialty _____

Preferred duties _____

2. Specialty _____

Preferred duties _____

What are your training objectives? What new professional skills do you want to learn in the United States? How would this training be relevant to your profession in your home country? _____

Signature _____

Date _____

RETURN THIS FORM WITH Two (2) letters of **reference** in English, **copy** of travel passport, **Resume** and 2 (two) passport size smiling pictures.