

Application for Fellowship

Guidance notes

Please follow these guidance notes to ensure that your application is processed as quickly as possible-

- When completing your application form, ensure that you address carefully the post details enclosed and in particular the qualities outlined in the Person Specification
- Please ensure you specify whether you are applying for a Junior or Senior fellowship.
- Ensure that you state the post applied for in all correspondence
- Use additional sheets if there is insufficient space on the application form
- Complete the declaration form
- Return completed application form to the address provided
- **Disability** - Applications are welcomed from disabled applicants. If you have a disability, you are advised to contact us if you need help completing the application form and/ or if any adjustments need to be made in advance to facilitate your full participation at the selection stage and/ or thereafter.

Application for Fellowships

- Please read the guidance notes before completing this form
- Please complete clearly in black ink or typescript
- Please enclose your CV and 2 letters of reference

Post applied for: _____

How did you hear of this Fellowship? Please name referral organisation/
individual or media outlet: _____

Date of submission: _____

Personal information

Surname: _____

Other names: _____

Title: _____

Address: _____

Daytime tel: _____

Evening tel: _____

Email: _____

As a national from outside the European Economic Area do you have the
relevant authorisation to work or intern in London? YES NO

Please specify the start and end dates you are available: _____

Any other information we may find useful: _____

Equal opportunities statement

KHRP is committed to a policy of equal opportunities. In order to monitor the operation of this policy it is necessary to collect information from all job and volunteer applicants and employees on the key characteristics which relate to equal opportunity. The Equal Opportunities Policy aims to ensure that no direct or indirect discrimination occurs on the grounds of gender, colour, race, age, marital status or disability. **The information you give is in confidence and will not affect your selection. It will be used only for statistical purposes to monitor the operation of the Equal Opportunities Policy.**

Disability*: Do you consider yourself to have a disability*?

NO YES If selecting yes, how can we assist you with your application?

*The Disability Discrimination Act defines disability as “A physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out normal day-to-day activities.”

Education

Please state qualifications (if applicable) relevant to this post.

School/ College/ University/ Other	Level of examination/ qualification	Dates (from- to)

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(Please continue on a separate sheet if necessary)

Training

Training attended/ technical skills acquired	Dates (from-to)

(Please continue on a separate sheet if necessary)

Membership of Professional Associations (if relevant)

Professional body	Level of membership	Membership No.	Year of Award	Expiry Date

Employment History

Please start with the current/ most recent post first and work backwards. Details of any periods of unemployment should be given.

Name of Employer	Position (include a brief description of duties/ responsibilities)	From (month/ year)	To (month/ year)


(Please continue on a separate sheet if necessary)

Personal statement/ Competency record

This section gives you an opportunity to tell us about your skills and abilities that make you a suitable candidate for the post.

Please make sure to answer the following questions:

- Why are you interested in this Fellowship?
- What importance do NGOs have in furthering a culture of human rights in your community/ region/ country?
- How do you think the UN Declaration on Human Rights can be practicably applied in day to day life in the Kurdish regions?
- Why do you think your experience makes you a viable candidate?
- How do you think your participation in this programme will affect your greater community?
- What do you expect to gain from this experience?



(Please continue on a separate sheet if necessary)

References

Please submit two letters of recommendation from colleagues/ professors/ employers with whom you have worked and are familiar with your contribution in the human rights field.

Please indicate the person's relationship to you. To expedite the process, please provide full postal addresses, telephone numbers and email addresses. If you do not wish your referees to be contacted before interview, please tick the box on the right.

Name: _____

Relationship: _____

Address: _____

Email: _____

Tel: _____

Name: _____

Relationship: _____

Address: _____

Email: _____

Tel: _____

Declaration

I certify that to the best of my knowledge and belief, the information provided in this application form, together with any documents attached, is true and accurate. I understand that the information given on these forms may be processed under the Data Protection Act for the purposes of the recruitment and selection process and any subsequent appointment and monitoring process (including monitoring the effectiveness of Equal Opportunities Policy at KHRP). I consent to the storage of this information on manual and computerised files.

Unfortunately if you do not sign below to agree to the above statements we may be unable to process your application.

Signature: _____ **Date:** _____

Email applications: If you are sending your application form by email, please tick this box (as a substitute for your signature) to confirm that you agree to the above declaration. Please note that when you submit this form by email the information that is sent to us will not be encrypted. If you have any concerns about the security of this information, please send your copy through the post to the following address:

Fellowship applications
KHRP
11 Guilford Street
London
WC1N 1DH
khrp@khrp.org