

AJF 2017 APPLICATION FORM

1. Please refer to “**Your Instruction Checklist**” while completing this form.
2. Kindly use Microsoft Word to type inside the white boxes.
3. Please sign on Pages 5 and 6 of this form.

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| **[A] Introduction** |
| Professional name(Byline / business card name) |  |
| Name on your passport |  |
| First/pet name(How your colleagues address you) |  |
| Male/Female |  | Nationality |  | Date of birth |  |
| Age on 31/12/2016 |  | City and Country you are currently based in: |  | Years in journalism\* |  |
| Main medium(print/TV/radio/online) |  | Language(s) you report in |  |
| \* Total years in journalism = in professional journalism, not including student journalism.  |
| **[B] Contacts details** |
| Email address 1 |  |
| *(This email will be used for all correspondence with IPS, NUS for your application)* |
| Email address 2\* |  |
| Mobile number\*\* |  | Office number\*\* |  |
| Home address |  |
| URL of website  |  |
| *(If applicable)* |
| \* Optional but we strongly encourage you to provide us with your alternative/personal email.\*\* Include country and area codes. |
| **[C] Your main employment** (If you are a freelancer, please leave this section blank and go to the next section) |
| Name of publication/station etc |  |
| Your official job title or position |  |
| Description of your role and work (in 50 words or less) |  |
| Address of your workplace (including city and country) |  |
| Profile of your organisation(in 50 words or less) |  |
| Part of a larger media group or corporation? Please provide details. |  |
| **[D] Your freelance work and/or other paid employment** (If any) |
| 1 | Name of organisation |  |
| Brief description |  |
| Your role |  |
|  |
| 2 | Name of organisation |  |
| Brief description |  |
| Your role |  |
|  |
| 3 | Name of organisation |  |
| Brief description |  |
| Your role |  |
| **revious jobs** |  |
| **[E] Education**  (Highest qualification on top) |
| Qualification(Type of Certificate, Subject) | Educational Institution(Name, City and Country) | From year | To year |
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|  |  |  |  |
| **[F] Previous jobs**  (Most recent on top) |
| From (year) | To (year) | Organisation name, description, location | Your job |
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| **[G] Previous overseas programmes and fellowships** (Most recent on top) |
| Year | City, Country | Programme name and description |
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| **[H] Applied before?** |
| Have you applied to AJF before? If so, in which year(s)? |  |
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| **[I] How did you learn of the AJF Programme?**  |
| How did you learn of the AJF Programme? (Friends / Employers / Colleagues / Facebook) |  |
|  |
| **[J] Personal details** |
| Marital status |  | Number of children |  |
| Hobbies, Interests |  |
| Details of any previous visits to Singapore |  |
| Do you have any close family members living in Singapore? If yes, Please provide details. |  |
|  |
| **[K] Your supervisor or editor** |
| Name  |  |
| Job title or position |  |
| Address |  |
| Contact number |  |
| Email |  |
|  |
| **[L] Personal statement**  (Refer to the “Your Instruction Checklist”) |
| In around 500 words, describe your achievements and aspirations. Refer to the “Your Instruction Checklist” |
|  |
| **[M] Project proposal** Refer to the “Your Instruction Checklist”) |
| Summary: describe your project in 1-3 sentences |  |
| Format and target audience (e.g. journalistic feature, report for organisation, etc.)  |  |
| Details & relevance: Give details about the project and explain why it is interesting and important (max 300 words) |  |
| Approach: Describe the work you will need to do to complete your project during the 3 months (max 100 words) |  |

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| **[N] Referees who have written recommendation letters** |
| 1 | Name  |  |
| Job title or position |  |
| Organisation |  |
| Contact Number |  | Email |  |
|  |
| 2 | Name  |  |
| Job title or position |  |
| Organisation |  |
| Contact Number |  | Email |  |
|  |
| 3 | Name  |  |
| Job title or position |  |
| Organisation |  |
| Contact Number |  | Email |  |

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| **[O] Learning**  |
| One goal of the AJF is to help you improve your professional skills. To help us plan the 2017 programme, please tell us how useful the following would be to you on a scale of 0 to 3. Your rating 0 = Not useful (I know enough)1 = Somewhat useful (I don’t mind attending)2 = Quite useful (I’m interested in this) 3 = Very useful (Count me in!) |
| **Topic(s):** | **Your rating:** |
| 1. The writing craft: Doing long form journalism
 |  |
| 1. Photography for journalists
 |  |
| 1. Do-it-yourself video for journalists
 |  |
| 1. Using social media and other digital tools for reporting
 |  |
| 1. Visual editing - How to use art and photos in packaging stories
 |  |
| 1. Business and economic reporting, including understanding numbers
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| 1. Data mining for journalists
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| 1. Leadership and management: Being an Editor
 |  |

Is there something else you would like to learn about? Describe it here.

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| **[P] Use of Personal Data**  |  |
| The AJF is jointly hosted by Temasek Foundation International and the Institute of Policy Studies of the National University of Singapore (NUS). Please read the NUS Personal Data Consent for Academic Visitors/Visiting Scholars attached to this Application Form and check the box on the right to consent to the use of your personal data.Should IPS no longer co-host the AJF, personal data provided in this Application Form may be given to the new co-host appointed by Temasek Foundation International. This is for record-keeping and also to stay in touch with alumni of the AJF. Please check the box on the right if you agree. |   | * I consent to the use of my personal data as stated in the NUS Personal Data Consent for Academic Visitors/Visiting Scholars document

 * Should there be a change in the AJF co-host, I agree that IPS can give my personal data in this Application Form to the new co-host for the AJF
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I declare that the particulars in this applications are true, accurate and complete to the best of my knowledge and belief, and I have not willfully suppressed any material fact.

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| Signature of Applicant |  | Date of Application |

End of Application Form. Refer to **Your Instruction Checklist** before you submit.

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**PERSONAL DATA PROTECTION ACT**

**NUS Personal Data Consent for Academic Visitors / Visiting Scholars**

The information you provide in your curriculum vitae and/or Personal Particulars Form will be used and processed by or on behalf of NUS for purposes related to your registration of interest in current or future visits / attachments at NUS and for the processing of your application for visit / attachment.

We will collect and use the personal data that you have supplied to facilitate the processing of your application for your visit / attachment. We will use personal information such as telephone number and or email address to contact you on visiting / attachment opportunities. Please note that the information you provide may be used by a third party to enable us to process your application. These third parties may be located outside of Singapore to carry out some of the processing and administrative functions for NUS and would be under duty of care to maintain the appropriate levels or security and confidentiality and only use the information as instructed by NUS.

The personal data held by NUS relating to the applicants will be kept strictly confidential. NUS may collect information through other sources for processing and evaluating your application for your visit / attachment. If your application is successful, the information will be used in the administration of your visit / attachment. NUS may provide and/or transfer such data, whether in Singapore or outside of Singapore, to (i) any other departments within NUS or if necessary, with Government agencies; (ii) any third party service provider who provides administrative, data processing, computer or other services to NUS.

As part of assessing your suitability to visit / be attached to NUS, we may use your information to conduct reference checks in accordance with NUS HR Policy. If necessary, NUS may provide your personal data to Ministries, public agencies, statutory boards or other similar organisations for evaluating your application.

If your application is unsuccessful, NUS may retain and use the information which you provided for 2 years from the receipt of your curriculum vitae and/or personal particulars to deal with any matter which may arise in connection with your application, for purposes of contacting you in connection with ongoing visiting / attachment opportunities, as well as for data analysis and business purposes.

By giving your consent, you agree to your data being used in conjunction with the visit / attachment. In order to maximize your opportunities to visit / attachment with NUS, you are encouraged to keep the information provided to us up to date at all times. You are responsible for ensuring that the personal data is correct and true. You also have the option to withdraw your consent anytime. If you wish to amend your personal data kept by NUS or withdraw your consent, please visit NUS Personal Data Service Request System at <https://myaces.nus.edu.sg/PSR>

If you have any queries, please email to: NUSRecruit@nus.edu.sg.

 I have read and consent to the above.

 (signature)

Name: Date: