### Application for participation in the programme “Professional qualification for young professionals from North Macedonia and Kosovo” in Germany (2024)

**Please fill out the application form on the computer and send it together with ALL appendices (application documents) in a SINGLE PDF FILE (maximum size 7 MB) until 31st of August 2023 to the following mailbox:** [**Bewerbungen-BLP@giz.de**](mailto:Bewerbungen-BLP@giz.de)

|  |  |  |
| --- | --- | --- |
| GIZ dept.: | **GIZ Germany, Europe** |  |
| Programme title: | ***Professional qualification for young professionals from North Macedonia and Kosovo – 2024*** |
| Measure ID nr.: | 22.2235.4 |
| Length of stay in Germany: | **03/20241) – 06/2024 (09/2024)1**  **1) Internship ends on 30.09.2024 at the latest** |
| Personal ID nr.: | (to be completed by GIZ only in case of invitation) |

|  |  |  |
| --- | --- | --- |
|  | | |
| **1** | **Surname:**  Spelling must be the same as in passport!**!** |  |
| **2** | **First name(s):**  Spelling must be the same as in passport!**!** |  |
| **3** | **Date of birth:** |  |
| **4** | **Place and country of birth:** |  |
| **5** | **Nationality(es):**  **Do you have a valid passport?**  **Passport number:**  **Passport valid till (dd.mm.yyyy):** | YES  NO, but will be applied for soon |
| **6** | **Gender:** | Female  Male |
| **7** | **Marital status:** | , number of children, if any: |
| **8** | **Permanent address (complete)**  Town, Area code, street, house No.  Country |  |
| **9** | **Current Address**  Town, Area code, street, house No.  Country: |  |
| **10** | **Other contact data**  Email:  Mobile:  Social Media |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **11** | **Language skills** | | | | | | |
| **11a** | **Native tongue(s):** | | | | | | |
| **11b** | **Foreign languages**  Please indicate max. 4 languages | **Duration of the language course/ Where did you study?**  (School, university, Institution, self-study, stay abroad) | **Grading scale: 1 to 5:**  **1: very good**  **2: good**  **3: satisfactory**  **4: basic knowledge and 5: no skills** | | | | |
| **Reading** | **Writing** | **Listening comprehension** | **Speaking** | **Level**  (if certificated) |
|  | German |  |  |  |  |  |  |
|  | English |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **11c** | **Do you currently attend a language course? If so, please provide details:** | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **12** | **Stays abroad during the last 3 years** (please indicate the purpose of the trip, whether it is related to studies or other purposes). | | from - to | Country | | | Purpose | Funded by | |
|  |  | | |  |  | |
| Your remarks (optional): | |  |  | | |  |  | |
|  |  | | |  |  | |
|  |  | | |  |  | |
| **12a** | **Have you already received a scholarship from Germany or another EU country?**  **YES**  **NO**  **If so, when?**  **Who financed the scholarship?** | | | | | | | | |
|  | | | | | | | | | |
| **13** | **Education** (please enclose copies of diplomas / certificates or interim results, see Appendix 2) | | | | | | | | |
| **13a** | **Bachelor´s degree:**   * **YES** when?       **NO** * **SOON, probably before February 2024** (planned date:      ) * **LATER – expected in the month/year**:   **University / Academy** (Name, Place):  **Field of study:**  **After finishing my Bachelor´s degree I´m planning to continue my studies**: **YES**  **NO** | | | | | | | | |
| **13b** | **Master´s degree:**   * **YES** when?       **NO** * **SOON, probably before February 2024** (planned date:      ) * **LATER – expected in the month/year**:   **University / Academy** (Name, Place):  **Field of study:**  **After finishing my Master´s degree I´m planning to continue my studies**: **YES**  **NO** | | | | | | | | |
| **13c** | **Other university degrees: PhD**  **, distant learning** **, second degree** , **other**   * **YES** when?       **NO** * **SOON, probably before 2024** (planned date:      ) * **LATER – expected in the month/year**   **University / Academy** (name, place):  **Field of study:** | | | | | | | | |
| **13d** | **Additional remarks regarding your university degree / professional education (optional):** | | | | | | | | |
| **13e** | **Please describe in a few sentences your major field of study and the qualifications which you acquired during your studies. What kind of professional activities can you exercise after finishing your studies?** | | | | | | | | |
| **14** | **Additional capacity-building courses or other qualifications? YES**  **NO**  **Practical experience with machinery or technical equipment? YES**  **NO** | | | | | | | | |
| **Additional qualifications, language certificates, other certificates (max. 6)** | | | | **Institution /school/ place** | | | | **from-until** |
|  | | | |  | | | |  |
|  | | | |  | | | |  |
|  | | | |  | | | |  |
|  | | | |  | | | |  |
|  | | | |  | | | |  |
|  | | | |  | | | |  |
| **Special practical experiences / operating machinery / technical equipment / driving license** | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| **14a** | **Computer- and IT-knowledge** | | | | | | | | |
| MS Office Applications (x)  Outlook: very good  average  beginner  Word: very good  average  beginner  Excel: very good  average  beginner  PowerPoint: very good  average  beginner  Programming skills:    other soft- or hardware skills:    Social media-skills: | | | | | | | | |
| **14b** | **Other special skills, cultural, ecological or social commitment, awards received, etc.:** | | | | | | | | |
| **14c** | **Hobbies / leisure activities / sport:** | | | | | | | | |
| **15** | **School education (please enclose copies of diplomas: Appendix 2)** | | | | | | | | |
| **15a** | **Secondary school** | | | | | | | | |
| from – to:  Name / place: | | | | | | | | |
| **15b** | **Vocational and technical school** | | | | | | | | |
| from – to:  Name / place:  Field / subject area: | | | | | | | | |
| **16** | **Practical experiences? YES**   **NO**  If so, please precise occupation or job experiences during the last 3 years: | | | | | | | | |
| From - to | Employer / sector / location | | | | Position / job description: | | | |
|  |  | | | |  | | | |
|  |  | | | |  | | | |
|  |  | | | |  | | | |
|  |  | | | |  | | | |
| **17** | **Internship preference: in which kind of company / business branch would you prefer to do your internship? Please choose (x) max 2 fields. If you selected more than one preference, please explain it in point 17a** | | | | | | | | |
|  | **Waste management, circular economy and recycling**  **Water and wastewater management**  **Energy supply and renewable energies**  **Architecture, urban planning and energy-efficient construction**  **Digitization, IT and computer technology**  **Business administration**  **Environmental management and "green economy"**  **Mechanical engineering**  **Transport & Logistics**  **Economics**  **Sustainable Tourism** | | | | | | | | |
| **17a** | **Explanation for choosing of 2 preferences for internship:**  **My first preference is:** | | | | | | | | |
| **18** | **References? (optional mention): name and position,** Telephone / Email: | | | | | | | | |
| **Motivation letter**  (please maximum 30 lines) | | | | | | | | | |
| **Appendix 1 – Conditions of Participation / Declaration by applicant**  **Conditions of participation in the programme “Professional qualification for young professionals from North Macedonia and from Kosovo” – 2024**   1. The costs of living expenses (scholarship 650, - EUR per month) and the costs of accommodation will be covered by GIZ. The participating internship companies are expected to pay 450,- EUR per month for accommodation (or to offer a student apartment for free if available). 2. GIZ will cover flight costs from North Macedonia or Kosovo to Germany and back (economy flights only) as well as transport costs between the seminar, internship location and the airport. All other transport costs are to be borne by the scholarship holders (and possibly by the German companies). 3. Participants may not accept other scholarships for the duration of the internship programme, nor are they allowed to enter any other employment, part or full time, apart from the internship. 4. Throughout their stay in the Federal Republic of Germany, participants are insured against acute illness (costs for treatment of chronic disease and illnesses, which existed before arriving in Germany are not covered), accident and personal liability; claims held against third parties will be ceded. 5. Participants could be excluded from the internship programme for important reasons: 6. failure to achieve the programme goals 7. violation of programme’s terms and conditions (absence without permission) 8. violation of laws of the Federal Republic of Germany 9. Participants commit themselves to return to their country of origin (North Macedonia, Kosovo) immediately upon completion or termination of the internship programme). 10. To further support the scholarship holders, after their return an application training and a transfer workshop will be organized by GIZ in North Macedonia and/or Kosovo. 11. Participants give their consent to having their individual data stored, evaluated and forwarded to third parties insofar as this is necessary for the advanced training and the Alumni programme. **The signed Data Protection Declaration/Datenschutzerklärung is attached to the email with application form.**   **Declaration by applicant:**  I hereby apply for the programme “Professional qualification for young professionals from North Macedonia and Kosovo” (2024).  I confirm that answers to the questions above are truthful and complete. Where required, they are documented by certificates, diploma or interim results. In case of being invited for participation, I will not violate the programme’s rules and regulations or the laws of the Federal Republic of Germany.  **I declare that in case of participation I will return to my home country immediately upon completion or termination of the programme. I accept the above Conditions for Participation.**   |  |  |  | | --- | --- | --- | |  |  |  | | Place | Date | Signature | | | | | | | | | | |

**Appendix 2:**

**Scans of diplomas, certificates, language certificates and interim results**. Please only for the two last semesters.

**Please enter a short translation of your diploma/certificates into the form. A (notary) certified tranlation is not required now.**

**List of attached scans:**

|  |  |  |
| --- | --- | --- |
| **Name of university / Academy / school / additional courses etc.**  **kind of degree / qualification** | **Place and Date of issue** | **Short translation of content: Credit points / additional comments:**  **Grading scale:** excellent; very good; good; satisfactory; sufficient; insufficient. |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Please insert attachments/scans from here on:**