

# TBA COURSE APPLICATION FORM

**Before you complete this application form, please make sure you have read the guidelines on the TBA website or course posters about the courses and who is eligible to apply.**

**PLEASE ENSURE THAT YOU SEND THE FOLLOWING DOCUMENTS ALONG WITH THIS APPLICATION:**

- 1) **A covering letter** (in your own words) explaining in detail why you wish to attend the course.
- 2) **A curriculum vitae** with full details of your education and other achievements, interests and activities (especially any biological ones; **and**
- 3) **Confidential references (in English) from two referees** (e.g. lecturers from your university or employers at your current institution).

## **PERSONAL DETAILS** (for check-boxes, double click to select that option)

<b>1. Family name:</b>	<b>First given name:</b>
<b>2. Nationality:</b>	<b>3. Date of birth (dd/mm/yy):</b>
<b>4. Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>5. Fill below your current institution details</b>	
Name of institution:	
Department:	
<b>6. Your study details</b>	
Last/Current degree of study (e.g. Bachelor of Science or BSc):	
Area of specialisation (e.g. zoology, botany, etc):	
Year of course/study (e.g. 4 <sup>th</sup> year, finished, graduated, etc):	
<b>7. Provide below your current employment status (if applicable)</b>	
Position (also applies to student/unemployed, etc):	

## **CONTACT DETAILS**

<b>8. Your current address:</b>	
<b>9. Email address:</b>	<b>Fax:</b> + _____
<b>10. Current daytime telephone and mobile numbers</b> (please include country and area codes e.g. +254-20-3537568 for +Kenya-Nairobi-TBA office number)	
Telephone: + _____	Mobile: + _____
<b>If your address is going to change before JUNE please add below your alternative address (stating until when you will be at this address):</b>	

## YOUR AREAS OF INTEREST AND COURSE PREFERENCE

<b>11. Your main area of biological interest (e.g. ecology, plants):</b>		
<b>12. Preferred course</b> (please list a first and a second choice or tick no preference below)		
First Choice:	Second Choice:	<input type="checkbox"/> No preference/can attend any of the 4 courses

## REFERENCE DETAILS

It is *your* responsibility to ensure that your referees either send their confidential references directly to the TBA (see address below), or you may ask them to give you the references **in sealed envelopes** that you can include with your application. Referees can be lecturers from your university or employers at your current institution. Please list below the full names and emails of the two referees you have chosen.

1.	Name:	Position:
	Address:	
	Email:	
2.	Name:	Position:
	Address:	
	Email:	

## DOCUMENTS YOU MUST SEND US WITH THIS APPLICATION

We will not accept your application unless you supply us with the following information. Please confirm below that you have included it with your application form (please tick the appropriate answer)

<b>A covering letter</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>A curriculum vitae</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Confidential references from two referees</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Referee to send to TBA directly

## Please send your completed application to:

European/USA and other non-African applications	African & Malagasy applications
The Tropical Biology Association Department of Zoology Downing Street Cambridge CB2 3EJ United Kingdom  Email: tba@tropical-biology.org Tel. +44 (0) 1223 336619 Fax. +44 (0) 1223 336676	Course Coordinator The Tropical Biology Association PO BOX 44486 00100 – Nairobi Kenya  Email: courses-africa@tropical-biology.org Tel. +254 (0) 20 3537568

**IMPORTANT!** We usually inform all applicants of the result of their application around the 3rd week of March; if you get accepted onto a TBA course and wish to attend, please notify the appropriate TBA course co-ordinator as soon as possible.

However if you know that you will be unable to notify the TBA course co-ordinator immediately (e.g. due to inaccessibility to telephone/email, if you are on fieldwork, holiday, etc), please give an alternative source of contact below. This could be a family member/lecturer that could accept the offer on your behalf, or an alternative contact e-mail/telephone number during the period of late March/early April.

<b>Alternative contact:</b>
<b>Finally, to assist us in gauging the effectiveness of our course advertising, please indicate (tick where appropriate) how you heard about the TBA courses</b>
<input type="checkbox"/> TBA poster <input type="checkbox"/> Website <input type="checkbox"/> Email <input type="checkbox"/> Teacher <input type="checkbox"/> Friend / colleague <input type="checkbox"/> Other (please specify)