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Hong Kong Scholarship on the Clore Leadership Programme 2021

APPLICATION FORM

(Application Deadline: 7 October 2020, 6:00pm [Hong Kong Time])

1. Please read the Application Guidelines carefully before filling in the form and complete the Application Form in English. By submission of this form, the submitting applicant confirms having read, fully understood the intention to be bound by the Application Guideline.
2. Application Form and Guidelines can be downloaded from the HKADC website (www.hkadc.org.hk) or obtained from the HKADC Administration Office (10/F, 1063 King's Road, Quarry Bay, Hong Kong).
3. **Completed applications (including one set of signed completed application form, together with all supporting documents) can be submitted either (i) in person by depositing the Application Form and supporting documents into the collection box located at the HKADC Administration Office, (ii) by post to the HKADC Administration Office or (iii) email to hkadc@hkadc.org.hk by 6:00pm (Hong Kong time) on the closing date for application.** Applications submitted by post will only accepted if they are postmarked on or before the above-mentioned deadline. Submission by courier is also accepted if the pickup date shown on the bill issued by the courier service provider is on or before the above-mentioned deadline.
4. Please submit the applications via one of the above channels mentioned in clause 3 and do not submit in duplicate.
5. The completed Application Form must be signed by the applicant.
6. For enquiries, please contact Ms LAI of HKADC at 2820 1025.

PART ONE – APPLICANT INFORMATION & EMPLOYMENT

Title: <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Other title: _____	
Name in English (as on HKID card):	Name in Chinese (as on HKID Card):
Residential Address in Hong Kong:	
Correspondence Address in Hong Kong (if different from above):	
Mobile Number:	
Email:	

Current Employment Status ¹ : <input type="checkbox"/> Currently Employed <input type="checkbox"/> Currently Unemployed <input type="checkbox"/> Self-employed	
Mode of Employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Freelance <input type="checkbox"/> Others (Please specify: _____)	
Current/ Most Recent Job Title:	Name of Current/ Most Recent Employer/Collaborating Organisation ² :
Direct Line:	
Employment Period (Month/Year): From / To /	Duration (Year & Month):
Primary Area of Work: Please select <u>ONE</u> discipline which best describes your primary area of work and your current/ most recent employment background. <input type="checkbox"/> Arts Administration <input type="checkbox"/> Arts Criticism <input type="checkbox"/> Arts Education <input type="checkbox"/> Dance <input type="checkbox"/> Drama <input type="checkbox"/> Film & Media Arts <input type="checkbox"/> Literary Arts <input type="checkbox"/> Music <input type="checkbox"/> Visual Arts <input type="checkbox"/> Cross/Multi-disciplinary Arts <input type="checkbox"/> Others (please specify: _____)	
Main Responsibilities of Your Current/ Most Recent Position:	
Brief Background of Your Current/ Most Recent Organisation:	
Type of Your Current/ Most Recent Organisation: <input type="checkbox"/> Private/commercial <input type="checkbox"/> Educational <input type="checkbox"/> Government <input type="checkbox"/> Charitable/ non-profit making <input type="checkbox"/> Others (Please specify: _____)	
Number of Employees in the Organisation: <input type="checkbox"/> 1-5 <input type="checkbox"/> 6-15 <input type="checkbox"/> 16-49 <input type="checkbox"/> 50-199 <input type="checkbox"/> 200+	

¹ If you are currently unemployed, please provide information on the most recent organisation for which you worked and brief background of your most recent position including working period and main responsibilities. If you are currently self-employed, please provide information on the organisation or project on which you are working on.

² If you are currently self-employed, please provide information on the current collaborating organisation or project on which you are currently working.

PART TWO – PAST EMPLOYMENT HISTORY, VOLUNTARY WORK & DIRECTORSHIPS

Please give brief details of the past positions you have held in reverse chronological order, excluding the current position.

Please copy this page if necessary.

Date (Month/Year)	Duration (Year & Month)	Name of Employer	Position Held	Mode of Employment	Main responsibilities
From /				<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Freelance <input type="checkbox"/> Others: _____	
To /					
From /				<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Freelance <input type="checkbox"/> Others: _____	
To /					
From /				<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Freelance <input type="checkbox"/> Others: _____	
To /					
From /				<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Freelance <input type="checkbox"/> Others: _____	
To /					
From /				<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Freelance <input type="checkbox"/> Others: _____	
To /					
From /				<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Freelance <input type="checkbox"/> Others: _____	
To /					

Voluntary Work

Please list all relevant voluntary or charitable work excluding any membership of Boards of Directors or Trustees you have undertaken. Please copy this page if necessary.

Date (Month/Year)	Duration (Year & Month)	Name of Organisation	Position Held	Main responsibilities
From / To /				
From / To /				
From / To /				

Directorships

Please give details of your membership of any Boards of Directors or Trustees of arts/cultural organisations currently held, or at any time during the last five years. Please copy this page if necessary.

Date (Month/Year)	Duration (Year & Month)	Name of Organisation	Position Held	Main Responsibilities
From / To /				
From / To /				
From / To /				

PART THREE – ACADEMIC BACKGROUND & PROFESSIONAL QUALIFICATIONS

Please give brief details of your academic *history in reverse chronological order from secondary education (HKCEE/ HKDSE) to professional/ tertiary education or other relevant professional qualifications* and indicate the mediums of instruction. **A4 copies of your academic transcripts and graduation/ professional certificates must be attached**, with accompanying English translations if they are in another language. Please copy this page if necessary.

Date (Month/Year)	Institution/ Attended/ Attending (Please specify country)	Qualifications/ Grades Obtained/ to be Obtained	Major Subject/ Field of Study	Mode of study (Full-time, Part-time, Distance Learning etc.)	Medium of Instruction
From / To /					
From / To /					
From / To /					
From / To /					
From / To /					
From / To /					

PART FOUR – REFERENCES

You must provide TWO letters of reference from TWO referees. Reference letters should be written and sealed solely for the purpose of this application.

Referee 1

Name:	
Job Title:	Organisation:
Phone Number:	Email:
How long have you known this referee?	
Relationship with you:	

Referee 2

Name:	
Job Title:	Organisation:
Phone Number:	Email:
How long have you known this referee?	
Relationship with you:	

PART FIVE – OTHER OVERSEAS AND SCHOLARSHIPS EXPERIENCE

Have you ever studied/ worked abroad? (If "Yes", please give details.)

Yes No

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Did you receive any scholarships, fellowships, internships, training or awards to study abroad?
(If "Yes", please give details.)

Yes No

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Are you applying for any other scholarships, fellowships, internships, training or awards in 2021?
(If "Yes", please give details.)

Yes No

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PART SIX – YOUR LEADERSHIP POTENTIAL

- a) *Describe your or your organisations' greatest leadership challenge to date. What was your role and what leadership qualities did you utilise to create a strategic impact? (Maximum 300 words)*

- b) *What do you think are the main challenges facing the cultural sector in Hong Kong over the next 5 years? And what should cultural leaders do to address them? (Maximum 200 words)*

- c) *We expect Clore Fellows to inspire and lead significant change. What difference will you make and how will a Fellowship Programme at this time help you to achieve your aspirations? (Maximum 400 words)*

PART SEVEN – WHERE DID YOU HEAR ABOUT THE PROGRAMME?

You may tick more than one channel if necessary.

- Print Advertisement Online Advertisement HKADC Facebook HKADC e-newsletter
 HKADC Website Friends/ Family Others (Please specify: _____)

PART EIGHT – DECLARATION & HANDLING OF PERSONAL DATA

Declaration

- a. I have obtained and read the Application Guidelines for the “Hong Kong Scholarship on the Clore Leadership Programme 2021” and I confirm that I fully understand and comply with the said Guidelines and that they are incorporated into this application and to bind me accordingly.
- b. I declare and warrant that all the information given in this Application is comprehensive and is correct at the date given below and will not be amended without the prior written approval of HKADC.
- c. I confirm that in making this application I shall be bound by and accept the decision of HKADC and any assessment panel appointed by it for evaluation of this application based upon the criteria as set out in the Application Guidelines.

Personal Data

The applicant shall keep all submitted personal data and materials updated and current and authorises the HKADC to use, publish and disclose such data and materials and related activities for administration and for educative or exemplary publicity as a necessary part of the general transparency policy of HKADC in the discharge of its statutory powers, functions and duties.

The applicant is fully aware and acknowledges that all Data are supplied to HKADC for the purposes of and in connection with:

- a. application for “Hong Kong Scholarship on the Clore Leadership Programme 2021”;
- b. the direct purposes of maintaining, reviewing, assessing, and promoting “Hong Kong Scholarship on the Clore Leadership Programme 2021”;
- c. issuing e-news on the latest activities and publications of HKADC. If you do not wish to receive e-news, information on promotional activities and various publications of HKADC, please tick here: ; and
- d. archiving by HKADC for its own internal reference and record.

In signing this application form, I confirm all the declarations above are true and correct, and accept that I will be bound by the above terms and conditions.

Signature

Date

APPLICATION CHECKLIST REMINDER

a. Please be reminded to submit **ONE SET** of the following documents for your application:

- a completed Application Form;
- a structural diagram showing the staffing structure of your organisation, with your position highlighted (if currently working for an organisation);
- copies of academic transcripts, graduation/professional certificate(s); and other supporting materials of your academic and professional achievement;
- letters of reference from TWO referees in SEALED envelopes under confidential cover²;
- supporting letter from your current employer (if applicable);
- copy of your ID card or official documentation to show your Hong Kong Permanent Residence status by the application deadline³; and
- detailed statements of the following:
 1. Describe your or your organisations' greatest leadership challenge to date. What was your role and what leadership qualities did you utilise to create a strategic impact? (Maximum 300 words)
 2. What do you think are the main challenges facing the cultural sector in Hong Kong over the next 5 years? And what should cultural leaders do to address them? (Maximum 200 words)
 3. We expect Clore Fellows to inspire and lead significant change. What difference will you make and how will a Fellowship Programme at this time help you to achieve your aspirations? (Maximum 400 words)

b. Please submit the application under confidential cover and mark **"Hong Kong Scholarship on the Clore Leadership Programme 2021"** on the envelope in-person or by post, or via email to hkadc@hkadc.org.hk under the same subject.

² If an applicant wishes to submit his/her application via email, the referee's letter of reference could be sent directly from the referee to hkadc@hkadc.org.hk for confidentiality. By doing so, the applicant is agreed to waive the right to access the letter.

³ If an applicant does not wish to submit his/her HKID Card copy together with the application form, he/she can attend the HKADC Administration Office during office hours to physically produce his/her HKID Card for checking by the HKADC staff before submission. When an applicant chooses to do so, he/she should also provide his/her completed application form for the HKADC staff to mark on his/her application form that the applicant's HKID Card number has been checked, before he/she submits the application form. An applicant who wishes to physically produce his/her HKID Card in lieu of collection of such copy is required to make prior appointment before he/she comes to the HKADC Administration Office for physical production of his/her HKID Card. Please contact the HKADC Administration Office at 2827-8786 to make prior appointment.