

Hong Kong Scholarship on the Clore Leadership Programme 2018/19

APPLICATION FORM

(Closing Date Deadline: 9 March 2018, 6:00pm)

1. Applicants are advised to read the Application Guidelines available in hard copy from the office of HKADC (Address: 10/F, 1063 King's Road, Quarry Bay, Hong Kong) and by website access at www.hkadc.org.hk carefully before completing this form. By submission of this form the submitting applicant confirms having read, fully understood and the intention to be bound by the Application Guidelines.
2. The Application Form must be completed in English.
3. Please use black pen/ball pen to fill in the application form. If there is insufficient space, please give details on a separate sheet to be attached to the application form.
4. Incomplete forms will not be considered.
5. For submission in person, please deposit the application in the collection box located at the HKADC, 10/F, 1063 King's Road, Quarry Bay, Hong Kong by 6:00p.m. on or before the above-mentioned closing date for application. Submission by post will only be accepted if postmarked no later than the above-mentioned closing date. The HKADC will not accept any applications sent by fax or email.
6. For enquiries, please contact Ms. LUI of HKADC at 2820 1090.

PART ONE

PERSONAL DETAILS

Miss
 Ms
 Mr
 Other title: _____
 Name in English (as on ID card):

Name in Chinese (as on ID card):

Residential address in Hong Kong

Correspondence address in Hong Kong (if different from above)

Telephone (Office):

Telephone (Home):

Email:

Mobile Number:

PART TWO

EMPLOYMENT AND ACADEMIC BACKGROUND

Current Employment Background

If you are currently in employment, please provide information on the organisation for which you work and brief details of your position including working period and main responsibilities. If you are currently self-employed or not employed, please provide information on the organisation(s) for which you have worked most recently.

(i) Brief information of your current position.

Name of Employer	Position Held	Mode of Work (Full-time, Part-time, etc.)	Date (Month/Year)		Duration (Year/Month)
			From	To	

(ii) Details of the organisation(s) for which you work, and your main responsibilities.

Discipline: which arts discipline best describes your primary area of work? Please select **the ONE** which is most appropriate.

- Dance Drama Arts Administration Literary Arts Cross/Multi-disciplinary Arts
 Visual Arts Music Arts Education Arts Criticism Film & Media Arts
 Others (please specify: _____)

Type of Organisation:

- Private/commercial (cultural) Educational Government
 Charitable/non-profit making (cultural) Others (please specify: _____)

Size of Organisation: please tick the box which reflects the number of employees in your organization

- 1-5 6-15 16-49 50-199 200+

PAST EMPLOYMENT HISTORY

Please give brief details of the positions you have held, starting with the most recent, excluding your current position.

Name of Employer	Position Held	Mode of Work (Full-time, Part-time, etc.)	Main responsibilities	Date (Month/Year)		Duration (Year/Month)
				From	To	

VOLUNTARY WORK

Please list all relevant voluntary or charitable work excluding any membership of Boards of Directors or Trustees you have undertaken.

Name of Organisation	Position Held	Main responsibilities	Date (Month/Year)		Duration (Year/Month)
			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.

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

ACADEMIC BACKGROUND & PROFESSIONAL QUALIFICATIONS

Please give brief details of your academic history in chronological order from post-secondary education and other relevant professional qualifications and indicate the mediums of instruction. **A4 copies of your academic transcripts and certificates from post-secondary education and other relevant professional qualifications must be attached, with accompanying English translations if they are in another language.**

Institution/ Organisation Attended/Attending (Please specify country)	Qualifications/Awards /Distinctions/Grade Obtained/to be Obtained	Major Subject/Field of Study (Please specify mode of attendance; e.g. Full- time/ Part-time/Distance Learning etc.)	Date (Month/Year)	
			From	To

PART THREE

CONNECTIONS WITH THE UK

Have you ever studied in the UK? (If "Yes", please give details.)

Yes No

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

Yes No

Are you applying for any other scholarships, fellowships, internships, training, placement or awards to study abroad in Year 2018/19? (If "Yes", please give details.)

Yes No

PART FOUR

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 biggest opportunities and challenges facing the cultural sector in Hong Kong over the next 5 years? (Maximum 200 words)

c) As a leader what difference will you make to the sector and what impact do you hope participation in the programme will have on you as a leader? (Maximum 400 words)

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PART FIVE

REFERENCES

Applicants must provide TWO letters of reference from TWO referees. Reference letters should be written and **sealed** solely for the purpose of this application. The reference letters should be attached to this Application Form. Please provide contact details of the two referees below.

Name:	Job Title & Organisation:
Address:	
Daytime telephone:	E-mail:
How long have you known this referee?	
What is his/ her relationship to you?	

Name:	Job Title & Organisation:
Address:	
Daytime telephone:	E-mail:
How long have you known this referee?	
What is his/ her relationship to you?	

PART SIX

Where did you hear about the Programme? Please tick.

- Newspaper/ Magazine advertisement, please state the name of the newspaper/ magazine:

- HKADC Website
- HKADC Facebook, Twitter & Weibo
- HKADC e-newsletters
- Friends or family
- Others: _____

PART SEVEN

COPYRIGHT, PERSONAL DATA AND APPLICATION CHECKLIST

Copyright

To facilitate adjudication, the applicant agrees to authorize the HKADC to duplicate and distribute application documents to Council Members, Arts Advisors, Examiners, members of any assessment panel set up to consider the Applications, representatives of the Clore Leadership Programme, the Home Affairs Bureau, other Government departments and external consultants for reference.

If the application documents submitted by the applicant contain material (including but not limited to any written, verbal, graphic/ image production or other format), of which the copyright belongs to other parties/ organisations, it is the applicant's responsibility to obtain prior consent from the copyright owner for its use and to enable the HKADC to carry out the assessment for this application and the applicant shall be personally liable in all respects for all consequences of breach of such responsibility.

Personal Data

The applicant(s) shall keep all submitted personal data and materials updated and current and authorizes 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 the HKADC in the discharge of its statutory powers, functions and duties.

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

- a. application for "Hong Kong Scholarship on the Clore Leadership Programme 2018/19";
- b. the direct purposes of maintaining, reviewing, assessing, and promoting "Hong Kong Scholarship on the Clore Leadership Programme 2018/19";
- 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.

Application Checklist

Please be reminded to submit **TWO SETS** of the following documents for your application (except letters of reference):

- a completed Application Form;
- detailed statements of the following:
- 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 biggest opportunities and challenges facing the cultural sector in Hong Kong over the next 5 years? (Maximum 200 words)
 - c) As a leader what difference will you make to the sector and what impact do you hope participation in the programme will have on you as a leader? (Maximum 400 words)
- a structural diagram showing the staffing structure of your organisation, with your position highlighted (if currently working for an organisation);
- supporting materials of your academic and professional qualification or achievement, i.e. copies of your academic transcripts, graduation certificates and professional certificates;
- letters of reference from TWO referees in SEALED envelopes under confidential cover;

- supporting letter from your present employer (if applicable); and
- copy of official documentation to show your Hong Kong Permanent Residence status.

Please submit the application under confidential cover and mark “**Hong Kong Scholarship on the Clore Leadership Programme 2018/19**” on the envelope.

PART EIGHT

DECLARATION

- a. I have obtained and read the Application Guidelines for the “Hong Kong Scholarship on the Clore Leadership Programme 2018/19” 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 the 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.

In signing this application form, I accept that I will be bound by the above terms and conditions.

Signature

Date