# **NOTES**

# **Data Protection**

The Cultural and Education Section of the British Embassy in Moscow will use the information below for the administration of the selection process for individual bursaries for professional development.

By giving us information about yourself, you consent to us using this information where necessary for this purpose.

By giving us sensitive information about yourself you consent to us sharing that information where necessary with other bodies involved in the delivery of the event. Under the UK Data Protection Act 1998 and the Russian Federal Law on Personal Data No 152-FZ (2006, amendments 2015) you have the right to ask for a copy of the information we hold on you and the right to ask us to correct any inaccuracies in this information.

**Please complete and return to** [CulturalSection.Moscow@fco.gov.uk](mailto:CulturalSection.Moscow@fco.gov.uk) **by 23:59 on 16 September 2018**

**HOW TO COMPLETE THIS FORM**

## 

## **SECTION 1 – PERSONAL DATA**

It is important that this section is completed in full. We need to know where you live and how to contact you.

## 

## **SECTION 2 – PROFESSIONAL BACKGROUND**

Please fill in this section carefully – we will not read separate CV sheets attached to the application. We reserve the right to make business enquiries and searches of public records to verify the information that you have provided. You must ensure that all information provided is up-to-date and accurate.

## 

## **SECTION 3 - INTEREST IN INDIVIDUAL BURSARIES PROGRAMME**

Your responses to these questions will be the key area upon which we decide whether or not to shortlist you for interview. We recommend that you take time to think about your answers to these questions. You must ensure that all information provided is up-to-date and accurate.

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## **SECTION 4 – OTHER RELEVANT INFORMATION**

This section allows you to provide additional information in support of your application.

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## **SECTION 5 – CONFIRMATION OF AVAILABILITY AND COMMITMENT TO SCHEDULE**

Please read through this section carefully and check that you will be able to make the necessary arrangements to ensure your availability for the activities on the dates specified.

## 

## **SECTION 6 – DECLARATION**

You must date and sign the declaration (typing your name/surname at the bottom of the last page will be considered a signature).

The Cultural and Education Section of the British Embassy in Moscow will conduct the selection process in line with equality and diversity policies.

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| **SECTION 1 – PERSONAL DATA** | |
| **Name and surname** |  |
| **Date of birth (dd/mm/yy)** |  |
| **City** |  |
| **Mobile phone** |  |
| **E-mail address** |  |
| **Organisation** |  |
| **Current position** |  |
| **Level of English (Elementary, Intermediate, Upper-intermediate, Advanced)** |  |
| **Social media accounts (if any)** |  |

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| **SECTION 2 – PROFESSIONAL BACKGROUND** |
| **Please write a brief professional profile in the space provided below. This should be a summary of your key professional achievements, including professional studies and work experience. Please also mention your past and current international projects. (AT LEAST 200-250 words)** |
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| **SECTION 3 – INTEREST IN INDIVIDUAL BURSARIES PROGRAMME** |
| **3.1 Why do you consider yourself to be a leader in the arts and culture sector? Please provide at least one example from your work where you have demonstrated leadership skills. Please expand on your role and responsibilities in that particular case. (AT LEAST 200-250 words)** |
|  |
| **3.2 What are the current challenges and opportunities in your organisation? How do these relate to the challenges and opportunities in the wider art and culture sector and social context? (AT LEAST 200-250 words)** |
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| **3.3 Why do you want to take part in the Individual Bursaries for Professional Development programme? Please give an indication of what your professional development plan would look like (what sort of opportunities, placements or short courses you could be undertaking?) How would you apply the skills and knowledge gained in your work? (AT LEAST 200-250 words)** |
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| **SECTION 4 – OTHER RELEVANT INFORMATION** |
| **Please detail other skills and experience relevant to this application in the space below.** |
|  |
| **SECTION 5 – CONFIRMATION OF AVAILABILITY AND COMMITMENT TO SCHEDULE** |
| **If selected for the next stage of the Individual Bursaries for Professional Development programme, you will be expected to commit to the following:**   * **Shortlisted applicants will need to attend an interview between 24-30 September 2018 (in person or via Skype)** * **Successful applicants will need to submit a detailed professional development plan and budget to the Cultural and Education Section of the British Embassy in Moscow by 24 October 2018** * **Successful applicants will need to implement their professional development plan by 28 February 2019. They will be asked to document their trip on social media and to submit their project summaries and financial reports to the Cultural and Education Section of the British Embassy in Moscow by 28 February 2019**   **Please submit your application ONLY IF you can commit to the schedule specified above.** |
| **SECTION 6 – DECLARATION (Please type in your name below to confirm)** |
| **Name** (first name/family name)**:** **Date** (dd/mm/yy)**:** |