



APPLICATION SET FOR VOLUNTEER EXPERTS ON SERICULTURE AND SILK INDUSTRY

- ☞ Please read carefully all the information provided in the application set before deciding whether or not you would like to apply to the ISC VOLUNTEER EXPERT PROGRAMME (VEP).

- ☞ When completing the Personal History Statement (PHS) form, ensure that all items are filled out (see Instruction Sheet).

- ☞ **Print** the completed PHS form and **sign** it.

- ☞ Send the PHS form together with all necessary documents **by post as well scanned copy by email to iscbangalore@gmail.com**

- ☞ For more information on the ISC's VEP, you may wish to consult our homepage at <http://www.inserco.org>



INSTRUCTION SHEET

I. INTRODUCTION

Your application to the **ISC Volunteer Expert Programme (VEP)** will be appraised on the basis of the content of the Personal History Statement (PHS) form. Therefore, please fill out all items on the form, giving full information in the space provided, and ensuring that all gaps in the periods of study and/or employment are accounted for. The information must be typed or written in **black ink** using block capital letters. The PHS form should be dated, signed and accompanied by the required documentary evidence (see III. below).

II. COMPLETING THE PHS FORM

a) Item 1: Family name

Please type or print in block capital letters your family name and other names, as used in official correspondence.

b) Item 3: Nationality at birth

If different from your present nationality, indicate your nationality at birth.

c) Item 4: Present nationality

Indicate here your present nationality (including dual citizenship, if applicable), or “stateless”, or “refugee”, as appropriate.

d) Item 10: Period of assignment

The usual VEP assignment is as per the requirement of the recipient country/ institutions. However, contract renewals can be requested by institutions if agreeable to the VEP Volunteer.

e) Item 11: Reporting time

If selected for a post, you will be required to take up your VEP within 4 weeks from the date you receive written notification of final acceptance for the post.



f) Item 14: Languages

VEP's working languages are English. Therefore, candidates must have a good working knowledge in English. If, in addition, you have a working knowledge in French, Spanish, Arabic, Chinese, Portuguese or Russian, please attach to your application a typed resume or curriculum vitae in this/these language/s.

g) Item 15: Education

VEP candidates must possess either a university degree, or a technical/vocational diploma. In addition, a minimum of ten years relevant work experience is desirable. In certain skilled disciplines, extensive work experience may substitute for specific educational qualifications.

h) Item 16: Work experience

The detailed information required on your employment record enables ISC to carry out the necessary and comprehensive assessment of your suitability as a VEP candidate. It also allows ISC to match your work experience with that required by the host government/institution requesting the services of a VEP Volunteer.

i) Item 18: Volunteer work

A VEP assignment demands from all candidates a complementary mix of professional expertise, volunteer spirit, dedication, and motivation to share their technical knowledge and skills. Previous volunteer experience would therefore be beneficial.

j) Item 19: Training

The job descriptions of VEP assignments include some form of training of nationals (for example on-the-job training of co-workers or direct counterparts; workshops; etc.) to ensure continuity and sustainability of the technical contributions made. Therefore, prior experience in training or vocational/technical teaching would be an asset.

k) Item 21: Computer experience

The ISC is interested in your Information and Communications Technology (ICT) skills and the way you have applied them in your professional field and/or in other thematic areas. This allows ISC to consider you also for assignments where the application of ICT contributes as a major tool to development.



l) Item 22: Driving licence

In many instances Volunteers are called upon to drive light passenger cars or motorcycles for which a valid and appropriate driving license is preferred.

m) Item 24: Primary dependants

The ISC Volunteers are normally required to travel alone.

n) Item 26: Travel document

All ISC Volunteers travel on national passports and must obtain all necessary visas.

o) Item 27: Physical or other illness/disability

ISC abides by the UN regulations on non-discriminatory employment practices. However, in certain cases, the requirements and demands of a specific VEP assignment may be criteria for determining a candidate's suitability for that post.

p) Item 30: References

Please indicate the full name, address and telephone number of your referees.

III. DOCUMENTARY EVIDENCE

- a) Self attested photocopies of the educational qualifications and other certificates.
- b) Two recent passport size photographs with your name written on the back should be STAPLED to the front of the PHS form in the space provided.

IV. FORWARDING OF THE PHS FORM

Duly completed (all questions answered), dated and signed PHS forms, together with the required documentation (see III. above) should be forwarded to the following address:-

INTERNATIONAL SERICULTURAL COMMISSION

Ground Floor, Central Silk Board Complex,
B.T.M. Layout, Madiwala, BANGALORE – 560 068. INDIA
Tel: + 91 80 2668 0162; 2668 2186 / 89; Fax: +91 80 26681663
Email: iscbangalore@gmail.com



V. CONDITIONS OF SERVICE

ISC Volunteers work under modest conditions of service which include the following:

- Return travel to duty station by economy class
- Boarding and lodging facilities
- Insurance and Medical facilities
- Local travel support

VI. PROCESSING YOUR APPLICATION

- a) ISC will respond to all incoming duly completed PHS forms by informing applicants whether or not they have been included on the VEP roster of candidates.

PHS forms and documentary evidence will not be returned to applicants regardless of the outcome of their application.

- b) Inclusion on the VEP roster does not guarantee a assignment. Therefore, **you must not resign from your current employment** on the basis of information from VEP that you have been included on the roster.
- c) Candidates selected for a VEP assignment will be requested to attend a personal interview at the office of the ISC or at the Embassy of the recipient country. This may include or precede a technical interview.
- d) A candidate who is accepted by a recipient Government is normally required to take up the assignment (i.e. to commence work at the duty station) within four weeks of being notified of his/her final selection for the post. Failure to do so may result in withdrawal of the offer.
- e) It is the accepted candidate's responsibility to obtain the necessary travel documents (including visas if applicable), medical clearance and release from the present employer. In some circumstances s/he can be assisted by ISC or the Embassies of the recipient country or the cooperating organization in obtaining these documents.



PERSONAL HISTORY STATEMENT (PHS)

Latest passport
size photo here

1. Family Name: _____		Other names: _____	
2. Birth date (dd/mm/yy): _____			
3. Nationality at Birth: _____		4. Present Nationality: _____	
5. Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> 6. Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/>			
7. Current mailing address: (Valid until: / /)		8. Permanent mailing address:	
Telephone(s): (country & city code)		Telephone(s): (country & city code)	
Fax:		Fax:	
Email:		Email:	
9. Your Profession:		10. What is the maximum period of assignment that can be taken up by you? (month/year)	
Main field(s) of specialization:		11. When are you available for an assignment? (month/year)	
(a)			
(b)			
(c)			



12. Are you presently employed? Yes No

How many weeks do you need to report to the duty station from the time your appointment is confirmed?

13. What is your mother tongue?

14. Other languages: (enter 4 for fluent, 3 for good, 2 for fair and 1 for basic)

Other languages	Read	Write	Speak	Understand
a)				
b)				
c)				
d)				

Note: If selected for a VEP assignment, your language ability will be tested during the interview.

15. University or equivalent, technical education, vocational or other types of training (of more than six months' duration only): From/to (month/year) Institution (city/ country) Main field of Study Degree/ diploma obtained

- a)
- b)
- c)
- d)

16. Detail your work experience, in reverse chronological order, **starting with the present or most recent one**

(a) Employer / Organization:

Work Location:

Description of major activities:

Your functional title:

Period of work:

Reason for leaving:



<p>(b) Employer / Organization: Work Location: Description of major activities:</p>	<p>Your functional title: Period of work: Reason for leaving:</p>
<p>(c) Employer / Organization: Work Location: Description of major activities:</p>	<p>Your functional title: Period of work: Reason for leaving:</p>
<p>(d) Employer / Organization: Work Location: Description of major activities:</p>	<p>Your functional title: Period of work: Reason for leaving:</p>
<p>(e) Employer / Organization: Work Location: Description of major activities:</p>	<p>Your functional title: Period of work: Reason for leaving:</p>



17. Can ISC contact your present or most recent employer? <i>If yes, please provide telephone number.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
18. Do you have any previous volunteer experience? <i>If yes, please elaborate.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
19. Have you ever taught and/ or trained others? <i>If yes, please provide details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
20. If applicable, briefly outline work experience of less than six months (as per item 16):		
21. If you have experience with computers, please explain how you have applied these skills in your area of professional expertise: <i>(a) Specify software applications, programming languages, databases, operating systems, networks, etc. you have used</i>		
22. Do you have a valid driving license?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
passenger car <input type="checkbox"/> motorcycle <input type="checkbox"/> van (light truck) <input type="checkbox"/> truck <input type="checkbox"/> bus <input type="checkbox"/> other: _____		
23. Person(s) to be contacted in case of emergency:		
Name	Address	Telephone Number(n):
a)		
b)		
24. Name of spouse:	Nationality of spouse:	
25. Has your spouse ever submitted VEP PHS form?	Yes <input type="checkbox"/> No <input type="checkbox"/>	



26. Are you in possession of a **valid** travel document? Yes No If yes, specify:

Passport:	Other:		
Number:	Place of issue:	Date of issue: / /	Expiry date: / /
	city/country	dd/mm/yy	dd/mm/yy

27. Mention any significant physical or psychological illness or disability you have, or have had, which would have a bearing on your assignment:

28. Have you ever been arrested and/or been convicted (excluding minor traffic violations)? Yes No If yes, provide details:

29. Mention any relevant factors, any skills, interests, qualifications, geographical and cultural concerns **not indicated elsewhere in this form**:

30. References: List three persons, who are familiar with your character, work and qualifications (excluding relatives):

	Full names:	Full address:	Telephone (country & city code)	Profession:
(a)				
(b)				
(c)				



31. Briefly explain your reasons for applying to become a ISC Volunteer:

32. I certify that the statements made in answer to all the above questions are true, complete and correct to the best of my knowledge. I understand that any misrepresentation or omission made in this Personal History Statement form may render my candidature invalid or, if serving as a ISC Volunteer, liable for early termination of my contract. I have read and understood ISC's Conditions of Service and accept them in principle.

Date (day/month/year): / /

Signature: