

2012 LEGAL EDUCATION AND DEVELOPMENT (LEAD) SHORT-TERM ENGLISH PROGRAM (STEP) APPLICATION

A program of the International Research and Exchanges Board (IREX) and American Bar Association Rule of Law Initiative (ABA ROLI), funded by US Bureau of International Narcotics and Law Enforcement Affairs (INL)

1. NAME (AS WRITTEN ON YOUR PASSPORT):

(Family Name)

(First Name)

(Middle)

2. COUNTRY OF CITIZENSHIP:

3. COUNTRY OF LEGAL RESIDENCE:

4. PLACE OF BIRTH:

(City or Town)

(Country)

5. DATE OF BIRTH:

(Month)

(Day)

(Year)

6. GENDER:

Male

Female

7. MARITAL STATUS:

Single

Married

CITIZENSHIP OF SPOUSE (IF APPLICABLE):

8. IN ORDER TO RESPOND TO REQUIRED U.S. GOVERNMENT INQUIRIES, PLEASE CHECK THE BOX BELOW, ON A VOLUNTARY BASIS, IF YOU HAVE THE FOLLOWING DISABILITIES:

Hearing Impairment

Speech Impairment

Visual Impairment (Legally Blind)

Orthopedic Impairment

Learning Disorder

Other (specify):

9. CURRENT CONTACT INFORMATION:

Address Type: Permanent Residence Temporary Residence

Street / Building Number:

Apartment:

City: Postal Index:

Region:

Country:

Telephone: () Fax: () Email:

Cell Phone (if applicable): ()

10. NAME AND CONTACT INFORMATION FOR TWO REFERENCES (IF CURRENTLY EMPLOYED, ONE REFERENCE SHOULD BE FROM YOUR CURRENT EMPLOYER):

1. Name of Reference and Title/Position:

Name of Organization/Institution:

Address (Street, City, Postal Code, Country):

Telephone: () Email:

2. Name of Reference and Title/Position:

Name of Organization/Institution:

Address (Street, City, Postal Code, Country):

Telephone: () Email:

11. NATIVE LANGUAGE CONTACT INFORMATION:

NATIVE LANGUAGE IS:

During the selection process, it may be necessary for our office to contact you. To assist our offices in maintaining accurate records, please complete the following section *in your native language*.

Name: (Family Name) (First Name) (Middle)

Street/Building Number: Apartment:

City: Postal Index:

Country: Region:

Please complete the following information *in your native language* with your current employer information:

Current Employer:

Position:

Supervisor Name:

Supervisor Telephone:

Job Duties:

Are you able to take a five-month leave of absence (starting in March 2012) if selected? Yes No

12. EDUCATION:

When did you obtain your law degree (month/year)?

Where did you study law?

13. ENGLISH PROFICIENCY:

Have you taken the TOEFL exam in the past? Yes Yes, institutional TOEFL No

If so, when? Where? What was your score?

Please briefly describe your English learning background (i.e., courses attended, self-teaching, university coursework):

Short Answer Questions and Required Attachments

Applicants should be advised that LEAD STEP short answer questions should be entirely the applicant's own work and that application essays must be cited correctly. If you use words or ideas in your short answer questions that are not your own, including words or ideas from a book, paper, or website, you must include the source (the name and author of the book/paper or the URL for the website). Applications and essays that do not follow these guidelines will be disqualified. For further guidance on Academic Integrity, visit: http://www.irex.org/system/files/LEAD_Academic_Integrity.1015.pdf

1. **SHORT ANSWER QUESTIONS (IN A SEPARATE DOCUMENT, PLEASE RESPOND TO THE FOLLOWING THREE QUESTIONS):**
 - a. **Please write a short statement describing your future career goals and how participating in this program will further your goals and plans.** Statements should be typewritten and cannot exceed 250 words. This may be written in your native language (Tajik/Russian).
 - b. **Please write a short statement describing how you will contribute to the development of Tajikistan's legal and justice system after participating in this program.** Statements should be typewritten and cannot exceed 250 words. This should be written in English.
 - c. **Please write a short statement describing a specific situation where you have had to demonstrate flexibility or have had to adapt to a new situation or environment.** Statements should be typewritten and cannot exceed 150 words. This may be written in your native language (Tajik/Russian) OR in English.
2. **RESUME OR CURRICULUM VITAE (CV):** Attach a copy of your current résumé or Curriculum Vitae (CV). This should not exceed two pages. A sample résumé is included later in this document.
3. **COPY OF INTERNATIONAL PASSPORT:** If available, please scan and include a copy of the first and second pages of your International Passport where your name, photograph, and signature appear. Please note that all finalists should have or will need to obtain a valid international passport (at their own cost) prior to travel.

Privacy Policy Statement and Application Certification

Your privacy is important. That is why we request that all applicants read the following privacy policy statement carefully.

1. Applicant and Participant Information Content and Storage

Information about program applicants and current and past participants consists of data contained in their applications, information derived from interviews, and information gathered during the course of their program and as program alumni. The Program Administrator stores this information in written and electronic form indefinitely. Some data, such as contact information and professional experience, is continually updated.

2. Use of Information

Information, described above, may be:

- A. Used by selection committees and interviewers to review applicants;
- B. Supplied to the program's funding organization;
- C. Submitted to potential host schools, universities, or organizations and/or organizations that provide internship opportunities;
- D. Used for the evaluation of an individual's participation in the program and in the collection of data for general program evaluation by the Program Administrator and the Bureau of International Narcotics and Law Enforcement;
- E. Used for notifying program participants/alumni of upcoming events and programs;
- F. Provided to participants/alumni of this and other US government-sponsored programs for the purpose of fostering alumni networking;
- G. Provided to non-commercial, nongovernmental organizations for the purposes of promoting professional development among program participants/alumni; and
- H. Used by the Program Administrator for general promotional purposes in written or electronic form, including program directories, newsletters, web sites, and other promotional materials.

If the applicant or current/past participant does not want to be included in points G and H, it is their responsibility to notify their specific program administrator in Washington.

The Program Administrator does not sell applicant or current/past participant information.

The principles stated herein are binding only to the current program administrator; other organizations involved in the administration of these programs may adhere to other privacy or similar policies.

I certify that I completed this application myself, without assistance, that the information given in this application is complete and accurate, and that I further certify that I fulfill all of the eligibility requirements as stated in the application instructions. I have carefully read and understand all notes and disclaimers provided therein.

I understand that the Program Administrator reserves the right to verify all the information listed in the application. I understand that giving false or misleading information in the application will result in exclusion from the competition or immediate dismissal from the Legal Education and Development (LEAD) Short-term English Program (STEP).

Signature of applicant

Date

**This is a sample résumé only —
Please do not include this sample with your submitted application.**

**Applicant Name
Applicant Address
City, Index
Country
(992) 12 3456789
e-mail address**

PROFESSIONAL EXPERIENCE

Bureau of Human Rights and Rule of Law – Dushanbe, Tajikistan

Project Manager (10/2009-present)

- Conduct interviews for annual program report
- Monitor regional politics and legal developments
- Manage program budget

World Bank – Dushanbe, Tajikistan

Project Consultant (01/2008-10/2009)

- Assist regional expert with research and client case management
- Draft weekly reports to international funding groups
- Develop and oversee center budget

EDUCATION

Tax and Law Institute – Dushanbe, Tajikistan

Honors Diploma in Law (09/2001 - 07/2006)

Department of Law

PROFESSIONAL DEVELOPMENT

Best Student Lawyer, Tajik Lawyers Sponsored Competition

Winner for *Tajikistan Legal Education*, published August 2003

Lawyers and the Internet Workshop – Dushanbe, Tajikistan 2004

Participant in workshop on internet resources and online ethics for students of law

COMPUTER SKILLS

Microsoft Word, Explorer, Excel, PowerPoint, Outlook, Adobe PhotoShop, PageMaker

LANGUAGES

Tajik (fluent), Russian (fluent), English (excellent), French (basic)