

# Application Guidelines for ASEAN CSR Fellowship 2018

**Application deadline: 1 Dec 2017 at 11.59pm (GMT+8)**

Thank you for your interest in the ASEAN CSR Fellowship programme. Please follow the instructions carefully to ensure that all components are accurate, complete and submitted on time.

## How to Apply?

Please email the following documents to:  
Melissa Chong, Programme Manager for the ASEAN CSR Fellowship  
[melissa@asean-csr-network.org](mailto:melissa@asean-csr-network.org)

## MANDATORY DOCUMENTS

### 1) Resume

Please include the following information in not more than 2 pages:

- Personal information: e.g. full name, address, nationality, education, languages spoken
- Current and previous employment and education history

### 2) Written submission

To better understand your motivations for applying to this Fellowship, please cover the points below in a written submission (300-600 words).

Points to cover in your submission:

- What is your professional background, experiences and expertise related to corporate social responsibility (CSR)?
- Why are you applying to this fellowship, and what do you plan to do with the new knowledge and experience acquired after 1 year of learning?
- Briefly describe your understanding of how responsible business practices, or corporate social responsibility (CSR), can contribute to ASEAN's sustainable development
- Indicate if you are also applying for the partial scholarship (covering all costs except for flights)

### 3) Provide at least 2 referees

One of the referees must be your current employer, the other either a previous employer, academic supervisor or community leader whom you have worked with (e.g. from civil society, religious organisation, or other voluntary commitments). Please provide us with their **names, titles and contact information**.

## SUPPLEMENTARY / OPTIONAL DOCUMENTS

You may also include the following optional documents to strengthen your application:

### 4) Support / endorsement letter(s)

From the referees you have provided in 3).

**5) Certificates, awards or other transcripts**

This could include proof of excellence in community service, leadership, academia, businesses, etc.

**OTHER NOTES:**

- Please upload the documents in MS Word Document (.doc, .docx)
- Please submit all documents and materials in English

## Selection Timeline

<u>Dates</u>	<u>Application</u>
<b>1 Dec 2017</b>	<b>Applications close</b>
1 Dec 2017 – 31 Jan 2018	Skype Interviews Selection of candidates
31 Jan 2018	All selected candidates informed
Feb 2018	Participants to complete Stage 1 of online modules (Uni of Nottingham)
5 – 9 Mar 2018	Participants arrive in Singapore to begin Module 1 of Fellowship

If you have questions and would like to speak to a program representative, please email Ms. Melissa Chong at: [melissa@asean-csr-network.org](mailto:melissa@asean-csr-network.org)