

Assessor Application Form for the Year 2009

This application form must be completed in typed format on computer and submitted via email only. Any handwritten applications will not be considered or accepted (with exception to signatures required).

First name :				Surname :				
Mobile :				Email :				
Telephone :								
Nationality :				Date of birth :				
Organisation/Company Name :								
Direct Employer :								
Address :								
Telephone :								
Current Position held in your company :								
Language Level (Please mark with an X as appropriate)	Languages	Mother Tongue	Reading			Writing		
			Low	Avg	High	Low	Avg	High
	Arabic							
	English							
	Others <i>(Please mention here) :</i>							

Official Use Only:	Comments:	Acceptance	Signature
		YES / NO	

Work Experience

Please provide information of the last three positions held by you during the last five years only, mentioning the most recent first.

Start & End Date of employment (Please provide the month and year)	
Organisation/Company Name	
Name of Direct Employer	
Address/Location	
Position/Job Title	
Briefly mention your key areas of responsibility	

Start & End Date of employment (Please provide the month and year)	
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Briefly mention your key areas of responsibility	

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Address/Location	
Position/Job Title	
Briefly mention your key areas of responsibility	

Academic and Professional Qualifications

Please provide the full names of your last five main academic and/or professional qualifications, including memberships of professional institutions eg: Institute of Quality Assurance, Institute of Marketing, American Quality Association... etc.)

Main Academic and / or Professional Qualifications Only (Please do not use abbreviations)	Date Achieved
1.	
2.	
3.	
4.	
5.	

Please attach a copy of the certificates only.

Training Attended

Please provide the five main and most recent training attended in the last three years only.

Main Training Attended Only (Please do not use abbreviations)	Date
1.	
2.	
3.	
4.	
5.	

Please attach a copy of the certificates only.

Please provide information on any Previous Assessor Experience if applicable (e.g. SEEA, DQA, SKEA, Baldrige, BQF, EFQM... Etc)

Award Name	Date of Assessment	Place of Assessment	Name of Assessor/Team Leader
1.			
2.			
3.			
4.			
5.			

Please attach a copy of the certificates only.

Personal Statement

Please summarise each of the following in the box provided below;

1. Why should you be selected as an Assessor of the Sharjah Economic Excellence Award?
2. Can you dedicate "Quality Time" for this Process? If so, please state how.
3. Is there any specialty that you will bring to the assessment team? If yes, please explain.
4. Will your organisation/company benefit from the skills and experience you will gain? If so, how?

Please write in the box provided below:

1.
2.
3.
4.

Availability / Important Notes

Approval from your employer is important before signing and committing with the SEEA, therefore please carefully read and understand all of the following and obtain the necessary signatures and approvals.

Answer the following questions by marking the appropriate boxes with an X.	Available	Not Available
Are you available during March 2010 to receive the training?		
Are you available during March 2010 - April 2010 to conduct the assessments with your team? (Individual & Consensus Assessment)		
Are you available during April 2010 to conduct the site visits?		
Are you available during April 2010 - May 2010 to conclude the assessments and prepare the feedback reports? (Final Individual & Consensus Scoring & Feedback Reports)		

Please read through the following important notes:

1. Applicants are required to attend two days training session during February 2009.
2. Training will be delivered in English and, therefore, a good command of the English language is essential in reading and writing.
3. Submission documents will be in both Arabic & English and computerised, therefore a good command of either the Arabic & English language, both reading and writing, are essential along with continuous computer access, a valid email address and computer skills.

4. Whilst you will work under the supervision of a team leader, applicants are expected to serve in a team of assessors with the responsibility to evaluate and score several submissions, which must be conducted between March and May 2010.
5. Each single assessment requires devoted hours of private work, plus one full day for consensus meetings. In addition, Assessors will also require at least one day for site visits per applicant.
6. All Assessors must be dedicated 100% to complete the assessment process with a high level of quality performance at all times.
7. This work is paid by the SEEA and Assessor's work will be recognised with two certificates which will be awarded to each Assessor, one for attending the training and one for conducting the assessment.

Applicant's signature in acknowledgement of the dedication, responsibility and commitment required by the SEEA:	
Applicant's Name	
Applicant's Signature	
Date	

To be completed and signed in Approval by Your Immediate Manager (or a Senior Manager acting on behalf in his/her absence)

Please indicate the degree to which the new skills and experiences gained by this applicant will be beneficial to your organisation (*please mark with an X below where appropriate*).

Not Beneficial	Moderately Beneficial	Highly Beneficial

I, the employer of the applicant, have read and understood the Availability and Important Notes section and have no objection to the participation of the above named applicant:	
Manager's Name	
Manager's Position & Department	
Manager's signature	
Date	

Completed Forms should be emailed to;
The Sharjah Economic Excellence Award Office at seea@sharjah.gov.ae