Format employer's statement

This format can be used for KOP and MSP applications

The employer's statement is to be submitted on official letterhead, dated, signed by the superior of the candidate and stamped

I [name of the superior of the candidate] hereby give permission to

- name of candidate
- date of birth
- position
- employed since month / year

to follow the Short course:

- [name course or programme]
- from [start date] to [end date]
- at [educational institution, place.]

I declare that

- 1. the candidate will continue to be paid a salary during the period for which the scholarship is awarded;
- 2. at the end of the scholarship period the candidate will be offered a position at least equivalent to the one he/she is currently holding;
- 3. the candidate will not be assigned any tasks during the scholarship period to ensure that he/she will be full time available for the study programme;
- 4. I am available to answer questions concerning the scholarship application of this candidate;
- 5. I am willing to cooperate with the KOP/MSP for evaluation purposes of the programme;
- 6. the information provided in this letter and attachment is true and correct

A plan to implement the newly acquired knowledge by the candidate is approved by me and attached to this letter in the prescribed format.

Signature of the superior of the candidate:	Date:
Telephone number:	
E-mail address:	Stamp of the organization
Website:	

Mission statement (max 750 cho	aracters):		
Main activities: (max 3 activities	in max 750 characters):		
Data about the candidate who	is nominated for a scholarship:		
Name of the candidate:			
Function:			
Tasks:			
What knowledge and skills are to be developed by the candidate and why -Relevance for the candidate: [50-1000 characters] -Relevance for the employing organization: [50-1000 characters] -The candidate is expected to implement the newly acquired knowledge and skills no later than 6 months after successful completion of the study. Please include a plan of activities below, including their objectives and along a timeline. Please be as specific as possible. You are advised to use the SMART method. Plan of activities:			
Objective	Activity	Period of implementation	

Format for 'The plan to implement the newly acquired knowledge by the candidate'

Name of the organization: