**ANNEX 1: APPLICATION CHECKLIST**

APPLICANT’S FULL NAME:

DATE SUBMITTED:

SIGNATURE:

NB: Kindly use the following checklist to ensure your application is complete. Follow the below order in arranging your documents too.

|  |  |
| --- | --- |
| **APPLICATION CHECK LIST** |  |
| **Required Documents** | **Yes** | **No** | **Number of copies** | **Level Required For** |
| Motivation/Cover Letter |  |  | 1 original 11 copies | ALL |
| Application Form |  |  | 1 original 11 copies | ALL |
| Curriculum Vitae |  |  | 1 original 11 copies | ALL |
| Mentors’ letter from a Senior/Principal Environmental Assessment Practitioner (This is applicable to TEAP applicants only)  |  |  | 1 original  | TEAPs  |
| Certificates, Transcripts, ID (Omang/Passport & Work permit/ Residence Permit) |  |  | 1 original 11 copies | ALL |
| BQA/line authority verification of qualification for external qualification |  |  |  |  |
| Up to date- References * At least one should be recent (not be more than 2 years)
* one from Mentor (mentor support letter – this is applicable to EAP applicants only)
* Authorisation Letter from employer
 |  |  | Minimum 3 original sealed references | ALL |
| Log sheet (singed by mentor for EAP applicants only) |  |  | 1 original 11 copies | EAP, SEAP, PEAP only not TEAPs |
| Proof of payment  |  |  | 1 original  | ALL |

EAPB Website: [www.eapb.org.bw](http://www.eapb.org.bw)