**SOCIAL FUND FOR DEVELOPMENT**

ATTRACT, RECRUIT AND SELECT

**EDUCATION UNIT**

**EMPLOYMENT APPLICATION FORM**

|  |  |
| --- | --- |
| Vacancy Title: |  |
| Please tell us how you heard about this vacancy: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| PERSONAL DATA | | | |
| Middle Initial | First Name | | Last Name |
|  |  | |  |
| P.O.BOX | City | | Street Address |
|  |  | |  |
| E-Mail Address | Mobile phone | | Home Phone Number |
|  |  | |  |
| Are you currently an employee ? 􀂉 Yes 􀂉 No If yes, give title and department | | | National ID No. |
|  | | |  |
| Have you ever worked for SFD? 􀂉 Yes 􀂉 No | | Have you ever worked for Governmental institution? Yes 􀂉 No 􀂉 | |
| If yes, write the year ; and Title of last position: | | If Yes, write the Nam of organization and the title of last position: | |
| Do you have any relatives employed by SFD or on its Board? 􀂉 No 􀂉 Yes If yes, give name(s), relationship, department, and title. | | | |
|  |  | |  |
|  |  | |  |
|  |  | | When will you be available to start work? |
| What type of work are you available for? (tick one) Full-time 􀂉 Part-time 􀂉 Casual 􀂉 | | | |
| Please provide any other information that you identify as being pertinent to this application? (for example, medical conditions, etc…..) | | | |
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| ATTRACT, RECRUIT AND SELECT    EDUCATION | | | | | | | | | | | | | | | | | | |
| Colleges/Universities – Name and Location | | | | | | | | | | | | Years  Attended | | Type of  Degree | | Graduated  ? | | Graduation  Date |
| Name | | | | City | | | | State | | | |
|  | | | |  | | | |  | | | |  | |  | | 􀂉 Yes  􀂉 No | |  |
|  | | | |  | | | |  | | | |  | |  | | 􀂉 Yes  􀂉 No | |  |
|  | | | |  | | | |  | | | |  | |  | | 􀂉 Yes  􀂉 No | |  |
|  | | | |  | | | |  | | | |  | |  | | 􀂉 Yes  􀂉 No | |  |
| Other Training or Education – Name and Location (Please list Maximum 3 training courses which are relevant to the post and supports your application ) | | | | | | | | | | | | | | | | | | |
| The title of the course | | | | | | | | Institution/Training provider | | | | | | | | length of course | | |
|  | | | | | | | |  | | | | | | | |  | | |
|  | | | | | | | |  | | | | | | | |  | | |
|  | | | | | | | |  | | | | | | | |  | | |
| Are you currently undertaking study/training? (tick one) 􀂉 Yes 􀂉 No if yes give (name)s of | | | | | | | | | | | | | | | | | | |
| Course/program name | | | | | | Full-time 􀂉 Part-time 􀂉 Distance 􀂉 Other 􀂉 | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Memberships, scholarships, fellowships or internships | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| *English Languages* | | | *Read* | | | | *Write* | | | *Speak* | Indicate Other Skills (check if applicable) | | | | | | | |
| *You can assign a score of 1 to 5 for each criterion , with 1 meaning VERY WEAK and 5 that is VERY STRONG* | | |  | | | |  | | |  | Interpreter 􀂉 Sign Language 􀂉 | | | | | | | |
| Other: | | | | | | | |
| INDICATE BELOW OTHER SKILLS YOU POSSESS | | | | | | | | | | | | | | | | | | |
| *Software:* | *Basic* | *Intermediate* | | | *Advanced* | | | | ***Skills*** | | | | *very weak* | | *average* | | *very strong* | |
| Word |  |  | | |  | | | | Decision making | | | |  | |  | |  | |
| Excel |  |  | | |  | | | | Leadership | | | |  | |  | |  | |
| Access |  |  | | |  | | | | Communication | | | |  | |  | |  | |
| PowerPoint |  |  | | |  | | | | Reporting | | | |  | |  | |  | |
| Database |  |  | | |  | | | | Planning | | | |  | |  | |  | |
| Other: |  | | | | | | | | | | | | | | | | | |

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| EMPLOYMENT EXPERIENCE  ATTRACT, RECRUIT AND SELECT | | | | | | | | | |
| *Start with your present or last position and work back; Include all relevant experience as salary is commensurate with experience* | | | | | | | | | |
| Name of Firm or Organization | | |  | | | | | | |
| Street Address | | | City | State | | P.O.BOX | | Phone | E-Mail |
|  | | |  |  | |  | |  |  |
| Job Title: | |  | | | | No. of employees supervised : | | |  |
| May we contact? 􀂉 Yes 􀂉 No | | | Do you work? 􀂉 Full-time 􀂉 Part time | | | # hrs/wk |  | | |
| Name, Title and phone no. of Immediate Supervisor | | | | |  | | | | |
| Employed | From | | To | Salary | Gross | Net | | Package of benefits | |
| Month |  | |  | Starting |  |  | | 􀂉 Health insurance | |
| Year |  | |  | Final |  |  | | 􀂉 Social insurance | |
| Description of Duties: | | | | | | | | 􀂉 Life insurance | |
| 􀂉 Accident insurance | |
| 􀂉 Transportation | |
|  | | | | | | | | | |
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| Reason for leaving: | | |  | | | | | | |
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| WRITTEN TEST AND INTERVIEWS FOR THE JOB YOU ARE APPLYING; ANSWER THE FOLLOWING QUESTIONS: | | | | | | | | | |

1. Enter the PLACE in which you would like to take the examination if different from the PLACE of your residence: …………………………………
2. Do you need reasonable accommodation to take an interview or written test? 􀂉 Yes 􀂉 No
3. If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be? ………………………………………………………………………………………………………………………………………….
4. Do you prefer to answer the test questions using …….􀂉 Computer printing 􀂉 Handwriting

**Notice**

* Reasonable Accommodation will be provided to applicants who need assistance to take an interview or written test. If you check “Yes” you will be contacted via telephone or mail to make specific arrangements.
* The written test will be in English

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| *Start with your present or last position and work back; Include all relevant experience as salary is commensurate with experience* | | | | | | | | | |
| Name of Firm or Organization | | |  | | | | | | |
| Street Address | | | City | State | | P.O.BOX | | Phone | E-Mail |
|  | | |  |  | |  | |  |  |
| Job Title: | |  | | | | No. of employees supervised : | | |  |
| May we contact? 􀂉 Yes 􀂉 No | | | Do you work? 􀂉 Full-time 􀂉 Part time | | | # hrs/wk |  | | |
| Name, Title and phone no. of Immediate Supervisor | | | | |  | | | | |
| Employed | From | | To | Salary | Gross | Net | | Package of benefits | |
| Month |  | |  | Starting |  |  | | 􀂉 Health insurance | |
| Year |  | |  | Final |  |  | | 􀂉 Social insurance | |
| Description of Duties: | | | | | | | | 􀂉 Life insurance | |
| 􀂉 Accident insurance | |
| 􀂉 Transportation | |
|  | | | | | | | | | |
|  | | | | | | | | | |
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| Reason for leaving: | | |  | | | | | | |
|  | | | | | | | | | |
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| WRITTEN TEST AND INTERVIEWS FOR THE JOB YOU ARE APPLYING; ANSWER THE FOLLOWING QUESTIONS | | | | | | | | | |

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ATTRACT, RECRUIT AND SELECT



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| --- | --- | --- | --- |
| REFERENCES | | | |
| *Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.)* | | | |
| Do you agree to have referees contacted in relation to this application? (tick one) 􀂉 Yes 􀂉 No | | | |
| Please provide details of at least Two people who can speak on your behalf regarding your work history. – see guidance sheet for further information | | | |
| Name | Contact number | Position held/working relationship (for example, supervisor | Office use check  Initial/date |
|  |  |  |  |
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***AGREEMENT***

***(Please read the following statements carefully)***

*I certify that to the best of my knowledge all the information contained in this application (and accompanying resume, if any) is true and correct, and further understand that any misstatement or omission of information is grounds for non-selection or immediate dismissal.*

*I authorize all persons listed in this application, to give SFD any information concerning my previous employment and education and any pertinent information they may have, personal or otherwise.*

*If employed by the SFD, I agree to conform to the policies and procedures of the SFD. I understand that if I am employed by the SFD on a non-contractual basis, that I am an at-will employee and that my employment can be terminated, with or without cause or notice, at any time, at the discretion of either the SFD or myself.*

*Signature of Applicant --------------------------------------------- Date ---------------------------------------------------*

##### GUIDANCE SHEET

Please read through the following guidelines that will help you complete the application form.

* Complete all blank sections of the form .
* Make sure the form is tidy and try to avoid mistakes by writing out a version first to make sure you are happy with the information you are providing. Always read through your final version before you send it.

**If you require an acknowledgement of your application: Please let us know**

**To complete your application**:

* Please type or write clearly in black or blue ink.
* Ensure you clearly state the job title you are applying for.
* In the ‘Employment History’ section you must state why you have left a position.
* Always explain any gaps in work history.
* Proof of qualifications and membership to professional bodies may be required.

**References**

We will take up professional references once you have been interviewed and **provisionally** offered the post. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

You will only be confirmed in the post once we are satisfied with the information received from your referees.

###### **Supporting Statement**

The 'Why you feel you are suitable for this position' part of the form is called your *supporting statement*. It is the most important part of the application form.

**You should consider the following:**

* Applications can only be assessed on the information you provide. You need to clearly demonstrate your capabilities.
* You need to explain how you meet each of the person specification points and provide examples from your previous experience. Do not forget to present this in relation to the job description.
* Often the strongest applications are those that link the three elements highlighted above and are presented in a clear format (e.g. numbered points that correspond to person specification).
* We expect your supporting statement to be a minimum of ¾ of a side of A4 and a maximum of 2 sides.
* Use concise, unambiguous sentences and avoid exaggerations.
* Honesty is always the best policy; please do not make false claims.
* If you are making a career change, stress what skills are transferable to the role you are applying for.
* Ensure you return your application in good time before the closing date - aim for the day before the deadline.

**Finally good luck with your application and thank you for your interest and patience**