**Application form**

Please type in the boxes, completing every section of the form. Do not include a curriculum vitae or any additional information unless specifically requested to do so.

Please send your completed form to:

[**Rwanda@international-alert.org**](mailto:Rwanda@international-alert.org)

|  |  |  |  |
| --- | --- | --- | --- |
| **Position applying for:** |  | **Date:** |  |
| **Surname:** |  | **Name(s):** |  |
| **Where did you learn of this post?** |  | | |

|  |  |  |
| --- | --- | --- |
| **Do you have the right to work in the country where the post is based?** | **Yes** | **No** |
| **If yes, please confirm your work permit eligibility (i.e. Country passport, local domicile, work permit/visa, etc.)** |  |  |
| **If you have a work permit/visa, when does it expire?** |  | |

|  |  |  |
| --- | --- | --- |
| **Have you ever applied for another post at the International Alert?** | **Yes** | **No** |
| **If yes, please indicate which one:** |  | |

|  |
| --- |
| 1. **Supporting statement**   **Please use the space below to describe how your experience, skills, knowledge and qualities make you suitable for appointment to this post. Please use sub-headings according to the selection criteria in the person specification (within the job description).**  Remember that we will be shortlisting based only on the information you provide and, on your ability, to meet the selection criteria described in the person specification for this post.  Please refer to the [**guidance notes**](http://www.international-alert.org/sites/default/files/GuidanceNotesforCompletingApplicationForm2012.pdf) **before completing the application form**. You can list experience and knowledge gained from current and previous employment, voluntary work, and any other activities that you consider relevant to this post.  **Please continue for up to two additional pages.** |
|  |

1. **Education/professional qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates:** | | | **School/college/**  **professional body:** | **Subjects/qualifications:** |
|  | **From:** | **To:** |  |  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

1. **Training courses attended.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates:** | | | **Name of course:** | **Qualifications/accreditation gained (if applicable):** |
|  | **From:** | **To:** |  |  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

1. **Employment**

Present or most recent employer (if appropriate):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of employer:** |  | | | |
| **Address of employer:** |  | | | |
| **Dates employed** | **From:** |  | **To:** |  |
| **Your job title:** |  | | | |
| **Summary of duties and record of achievements in your current role:** |  | | | |
| **Current/Most recent salary:** |  | | | |
| **Additional benefits:** |  | | | |
| **Reason for leaving:** |  | | | |
| **Notice required:** |  | | | |

1. **Other employment/experience (most recent first)**

Please include experience relevant to this post together with a record of results and achievements.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of employer:** |  | | | |
| **Address of employer:** |  | | | |
| **Dates employed:** | **From:** |  | **To:** |  |
| **Your job title:** |  | | | |
| **Summary of your duties and record of achievements in this role:** |  | | | |
| **Reason for leaving:** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of employer:** |  | | | |
| **Address of employer:** |  | | | |
| **Dates employed:** | **From:** |  | **To:** |  |
| **Your job title:** |  | | | |
| **Summary of your duties and record of achievements in this role:** |  | | | |
| **Reason for leaving:** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of employer:** |  | | | |
| **Address of employer:** |  | | | |
| **Dates employed:** | **From:** |  | **To:** |  |
| **Your job title:** |  | | | |
| **Summary of your duties and record of achievements in this role:** |  | | | |
| **Reason for leaving:** |  | | | |

1. **Languages**

|  |  |  |
| --- | --- | --- |
| **Native or bilingual proficiency:** |  | |
| **Other languages and degree of fluency:** | | |
| **Language** | | **Degree of fluency** *(elementary, limited working, professional working, full professional)* |
| **French** | | **Full professional** |
| **English** | | **Full professional** |
| **Swahili** | | **Limited working** |
|  | |  |

1. **Personal details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surname:** |  | | | |
| **First name(s):** |  | | | |
| **Prefix** (Ms, Miss, Mrs, Mr, Other) |  | | | |
| **Full address – Current residence:** |  | | | |
| **Full address – Permanent residence (if different to above):** |  | | | |
| **Telephone number:** | **Home:** |  | **Mobile:** |  |
| **Personal email:** |  | | | |
| **Skype ID:** |  | | | |
| **Please tick the box if you wish to receive job notifications from International Alert** | | | | |

|  |
| --- |
| **If you are not available on your personal contact details, please provide us with an alternative number/email and let us know if we need to be discreet.** |
|  |

|  |
| --- |
| **Please give dates of when you are unable to attend interviews. We cannot undertake to avoid these dates but will try to do so.** |
|  |

|  |
| --- |
| **Please tell us below what arrangements, if any, would be needed if you are invited to interview.** |
|  |

1. **Referees (One should be your current or most recent employer)**

|  |  |  |
| --- | --- | --- |
| **May International Alert approach your referees without further permission from you?** | **Yes** | **No** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please give details of two people (not related to you) who may be approached for references as to your suitability for the post. The first should be your current or most recent employer. If the period of employment covered by your first referee is under two years, then you should also give the name of a previous employer. If you are completing your education, please give the name of your tutor.** | | | |
| **Name:** |  | **Name:** |  |
| **Address:** |  | **Address:** |  |
| **Telephone number:** |  | **Telephone number:** |  |
| **Email:** |  | **Email:** |  |
| **Job title:** |  | **Job title:** |  |
| **Relationship to you:** |  | **Relationship to you:** |  |

1. **Declaration**

**I confirm that the information provided on this application form is true and correct.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

**No signature is required if the form is submitted in electronic format. Please, however, note that you will still be bound by the declaration.**