# **Application Form**

Please answer all questions in black ink or type. Please return your completed application form by e-mail only to the address specified in the advertisement.

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| --- | --- |
| **Position applied for:** |  |

|  |  |
| --- | --- |
| Where did you see the post advertised: |  |

**Personal Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Family / Surname: |  | Forename(s): |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | Daytime telephone: |  |
| Can we call during the day? |  |
| Email Address: |  |

**Qualifications:**

Please give details of your qualifications, starting with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| **School/College Attended** | **Dates** | **Courses studied** | **Grades Achieved** |
|  |  |  |  |

**Training:**

Please give details of non-qualification training you have attended. This can be in-house employment training or training by external service providers.

|  |  |  |
| --- | --- | --- |
| **Training Provider** | **Dates** | **Course Title and Content** |
|  |  |  |

*Please continue on a separate sheet if necessary*.

**Work Experience:**

Please give details of paid employment and voluntary work related to your profession, starting with the most recent.

|  |  |
| --- | --- |
| **Please tell us your current salary & whatever additional benefits you receive.** |  |

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| --- | --- | --- |
| **Employer and** **nature of business** | **Dates of Employment** | **Job Title and Duties** |
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| **Employer and** **nature of business** | **Dates of Employment** | **Job Title and Duties** |
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| **Employer and** **nature of business** | **Dates of Employment** | **Job Title and Duties** |
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| **Employer and** **nature of business** | **Dates of Employment** | **Job Title and Duties** |
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*Please add more tables and continue on a separate sheet if necessary.*

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| --- |
| **Please outline how you meet the essential criteria for this role:** |

|  |  |
| --- | --- |
| **If appointed, when would you be available to start?** |  |

**Is there any restriction on your right to work in Kenya? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Have you previously been employed by Self Help Africa? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Voluntary Work and Outside Interests:**

Please give details of any voluntary work not related to your profession and your outside interests.

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**Language skills:**

Please give details of any language skills indicating your standard of spoken and written competency.

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|  |

**Qualifications:**

Please give details of your qualifications, starting with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| **School/College Attended** | **Dates** | **Courses studied** | **Grades Achieved** |
|  |  |  |  |

*Please continue on a separate sheet if necessary*.

**References:**

Please give details of two people who can act as a professional referee. One should be your most recent employer or, if you are currently in education, your tutor. Please indicate whether we can contact your references before interview. We will always obtain your permission first.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name: |  |
| Address: |  | Address: |  |
| Telephone: |  | Telephone: |  |
| Relationship to you: |  | Relationship to you: |  |
|  |  |
| May we contact before interview?  | May we contact before interview?  |

**Other Information:**

Please use this section to provide any other information that you think may be relevant to this job application.

*Please continue on a separate sheet if necessary*

**Declaration**

I have given true and accurate information as to the best of my abilities. However, I understand that if any information given here is later found to be incorrect, this may result in the termination of any agreements made.

Signature: -------------------------------------------Date of application: -----------------------------