

# **Application Form**

Thank you for your interest in joining our team at Self Help Africa. Please answer all questions in black ink or type.

**Self-Declaration of Criminal Records**

Self Help Africa is committed to the safeguarding and protection of children and adults at risk in our work. We will do everything possible to ensure that only those who are suitable to work, engage or volunteer with children and adults at risk are involved by us in our activities. Subsequently, consulting, working or volunteering with Self Help Africa is subject to a range of vetting checks, including self-declaration of criminal records.

Self Help Africa recognises that some people involved in our work may have criminal records. We would like to reassure all our potential consultants, employees and volunteers that we judge everybody primarily on their skills and experience. It is part of our standard application process for all positions to ask potential consultants, employees and volunteers about their criminal record. For successful applicants, we may undertake additional background checks prior to entering a contract of employment (where applicable). We will determine the most suitable method of these checks and these may involve local police checks or checks involving adverse media which reveal criminal convictions.

**Please submit your completed application form, with your CV and cover letter following the instructions on our careers’ webpage. It is the candidate’s responsibility to ensure all such information is provided. Candidates who fail to provide all requested information will not be shortlisted.**

Please note that only candidates shortlisted for interview will be contacted following submission of an application.

We would like to store your personal details so that we can consider you for this vacancy. Please tick this box if you consent to this processing and you can see additional data privacy information at the end of this form.

 I agree to these terms and conditions.

We would also like to store your personal details so that we can consider you for alternative vacancies which may arise within six months. Please tick this box if you consent to this processing and you can see additional data privacy information at the end of this for.

 I agree to these terms and conditions.

In advance of submitting your application, should you have any questions on the role please contact hr.malawi@selfhelpafrica.org who will be able to help you.

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| **Applicant details:** |
| **Surname:** |   | **Forename(s):** |   |
| **Position applied for:** |  |
| **Gender** |  Female Male |
| Do you have any criminal convictions (past or pending) of the following nature which would prevent you from working with children or adults at risk:* Offences against the person including, but not limited to, murder, assault, harassment etc.
* Offences of a sexual nature including, but not limited to, rape, sexual assault or sexual harassment
 | Yes NoIf yes, please provide further details: |
| Do you have any criminal convictions (past or pending) within the last 7 years of the following nature:* Offences involving financial abuses including but not limited to fraud, bribery, extortion, theft etc.
 |  Yes NoIf yes, please provide further details: |
| **Email:** |   | **Telephone number:** |   |
| Where did you see the post advertised? |  |

**Note:**

If you have a previous conviction of the type listed above and wish to proceed with your application, Self Help Africa will contact you to give you the opportunity to clarify the circumstances around the conviction in private.

You do not need to reveal other offences which do not fall into the above categories, however if you are concerned about anything being revealed to Self Help Africa later, please contact us and talk to us.

Are there any legal restrictions on your right to work in the country where this role is based? [ ]  YES [ ]  NO

Have you previously been employed by Self Help Africa, Tru Trade, Partner Africa or United Purpose ? [ ]  YES [ ]  NO

If yes, please detail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you know anyone currently working with Self Help Africa, TruTrade, Partner Africa or United Purpose? [ ]  YES [ ]  NO

If yes, can you please let us know who and where they work? Name\_\_\_\_\_\_\_ Country\_\_\_\_\_\_\_

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| **Safeguarding:** |
| The Gorta Group takes seriously our duty of care. Maintaining the safety and protection of our staff and the communities where we work is of paramount importance. We have a zero-tolerance policy on any form of abuse.Our commitment to protect people from harm is reflected in our safeguarding policy which all employees are expected to comply with.Please note that on successful application for a role with Self Help Africa and United Purpose:1. References will be checked and this will include a question on safeguarding, conduct and character;
2. Successful candidates will be asked to self-declare any prosecutions pending against them, convictions of criminal offences, official cautions or other legally binding orders;
3. All new employees will be expected to review and sign all of our policies, including our policies on Safeguarding and the code of conduct in advance of commencing their role.
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| **Availability:** |
| **If appointed, when would you be available to start?** **For how long will you be available ?**  |  |

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| **Current Salary:** Please tell us your current salary & any additional benefits you receive. |
| Current gross salary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Pension (amount or % of salary provided by the employer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Health Insurance for employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Health Insurance for family\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Any additional benefit, please detail. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Is your current role full-time or part-time ? Full-time\_\_\_\_\_\_\_ Part-time\_\_\_\_\_Please advise your contracted hours per week\_\_\_\_\_\_\_\_\_\_\_\_Remuneration Expectation: Salary \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Benefits\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Language Skills:** Please give details of any language skills indicating your standard of spoken and written competency. SHA may request a test as proof of language competency. |
| **Level of Proficiency** | **English Spoken** | **English Written** | **French Spoken** | **French Written** | **Other Spoken please state\_\_\_\_\_\_\_\_\_\_** | **Other Written please state\_\_\_\_\_\_\_\_\_\_** |
| 0 – No Proficiency. No knowledge of the language. |   |   |   |   |   |   |
| 1 – Elementary Proficiency. |   |   |   |   |   |   |
| 2 – Limited Working Proficiency. |   |   |   |   |   |   |
| 3 – Professional Working Proficiency. |   |   |   |   |   |   |
| 4 – Full Professional Proficiency. |   |   |   |   |   |   |
| 5 – Native / Bilingual Proficiency. |   |   |   |   |   |   |

*Please add more tables and continue on a separate sheet if necessary.*

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| **References:** Please give details of two people (three for senior roles) who can act as a professional referee. One should be your most recent employer, or, if you are currently in education, your tutor.  |
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| **Referee 1**Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Job Title: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Organisation: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Organisation Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Telephone: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Relationship to you: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Please indicate whether we can contact this referee before interview. Yes\_\_\_\_\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Please indicate whether we can contact this referee without contacting you again. Yes\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_ |
| **Referee 2**Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Email: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Relationship to you: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Please indicate whether we can contact this referee without contacting you again. Yes\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_ |
| **Referee 3**Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Job Title: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Organisation Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Relationship to you: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Please indicate whether we can contact this referee without contacting you again. Yes\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_ |

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| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **Your Information**

We process information about you in accordance with our Privacy Statement. By using the online recruitment application service and/or submitting your CV directly to our Human Resources Department, you consent to such processing and you warrant that all information provided by you is complete, accurate and correct.

The information we are collecting above is necessary for this job application process. We review our retention periods for personal information on a regular basis and we will only hold your personal information for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us. We are legally required to hold some types of information to fulfil our statutory obligations.

#### **Who has access to your information?**

We will take all reasonable steps to ensure that your data is only available to the staff members that are involved in the processing activity.
We will not sell or rent your information to third parties.
We will not share your information with third parties for marketing purposes.

*Third Party Service Providers working on our behalf:* We may pass your information to our third-party service providers, agents, subcontractors and other associated organisations for the purposes of completing elements of the processing. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for any other purposes. Please be reassured that we will not release your information to third parties for them to use for their own purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

We may transfer your personal information to a third party as part of a sale of some or all of our business and assets to any third party or as part of any business restructuring or reorganisation, or if we’re under a duty to disclose or share your personal data in order to comply with any legal obligation or to enforce or apply our terms of use or to protect the rights, property or safety of our supporters and customers. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

#### **How you can access and update your information**

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please contact privacy@selfhelpafrica.org to update.

You also have the right to ask for a copy of the information Self Help Africa or United Purpose holds about you.

#### **Transferring your information outside of Europe**

As part of the processing, the information which you provide to us may be transferred to countries outside the European Union (“EU”). This may happen if any of our servers are from time to time located in a country outside of the EU. These countries may not have similar data protection laws to the EU. By submitting your personal data, you’re agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.