# **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): |  |

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| --- | --- | --- | --- |
| Address: |  | Daytime telephone: |  |
| Can we call during the day? |  |
| Evening telephone: |  |
| Nationality: |  | E-mail address: |  |

**References:**

Please give details of two people who can act as a professional referee. One should be your most recent employer.

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| --- | --- | --- | --- |
| Name: |  | Name: |  |
| Address: |  | Address: |  |
| Telephone: |  | Telephone: |  |
| Email address: |  | Email address: |  |
| Job Title: | Job Title: |
| Relationship to you: | Relationship to you: |

**Work Experience:**

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

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

**Is there any restriction on your right to work in the UK? Yes \_\_\_ No \_\_\_\_\_**

**Have you previously been employed by or volunteered for Self Help Africa? Yes\_\_\_No\_\_\_**

**Do you have a personal or professional relationship with any SHA staff or board member? Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_**

**If yes, please provide detail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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.

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

*Please continue on a separate sheet if necessary*

**Training:**

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

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

*Please continue on a separate sheet if necessary*.

**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: -----------------------------